



**ALL PERSONNEL**

**CATASTROPHIC LEAVE PROGRAM**

1. An employee who is, or whose family member is, suffering from a catastrophic illness or injury may request donations of accrued sick leave credits under the catastrophic leave program.
2. “Catastrophic illness” or “injury” means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee’s family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave and other paid time off.

“Member of the employee’s family” shall be limited to mother, father, grandmother, grandfather or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or any relative living in the immediate house of the employee. (Education Code 44043.5(a)1)

3. Upon requesting donations under this program, the employee shall provide verification of the catastrophic injury or illness. (Education Code 44043.5(b)1)

Verification shall be made by means of a letter, dated and signed by the sick or injured person’s physician, indicating the incapacitating nature and probable duration of the illness or injury. The Governing Board, or designee, shall determine that the employee is unable to work due to the employee’s or his or her family member’s catastrophic illness or injury.

4. On forms prepared and approved by the District, any employee may donate up to two (2) days accumulated and unused sick leave days to another employee who has suffered or whose family member has suffered a catastrophic illness or injury and who has exhausted all fully paid leaves. (Current year sick leave days advanced, but not yet earned, may not be donated). The Governing Board, or designee, shall approve the transfer of eligible leave credits.
5. The Superintendent or designee shall determine:
  - a. That the employee is unable to work due to the employee’s or his/her family member’s catastrophic illness or injury. (Education Code 44043.5(b)2)
  - b. That the employee has exhausted all accrued paid leave credits. (Education Code 44043.5(b)3)

6. When the above verification and determinations are made, the Superintendent or designee may approve the transfer of sick leave credits. (Education Code 44043.5)
7. The Superintendent or designee shall inform employees of the means by which donations may be made in response to the employee's request.
8. Any employee, upon written notice to the district, may donate accrued sick leave credits to the requesting employee at a minimum of one day, prorated per donating employee work day, and in hour increments thereafter. All transfers of eligible leave credit shall be irrevocable. (Education Code 44043.5(c)(d)3)
9. To ensure that employees retain sufficient accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than twenty (20) days.
10. An employee who receives paid leave pursuant to this program shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5(e))

The employee who is the recipient of the donated leave credits shall use those credits within one school year, up to twelve (12) consecutive months.

11. The Superintendent or designee shall ensure that all donations are confidential.

9/2/97

Revision: 5/4/99