

Tentative Agreement

CATASTROPHIC LEAVE DONATIONS

PURPOSE - The purpose of seeking catastrophic leave donations is to provide qualified employees with continued income when absence due to a catastrophic illness or injury continues beyond all sick leave, vacation, compensatory time and all other paid leaves available to the employee, excluding substitute differential pay. Donated hours shall commence after the exhaustion of fully paid sick leave, vacation, compensatory time and all other paid leaves available to the employee and prior to substitute differential leave.

CATASTROPHIC ILLNESS OR INJURY - "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 (parent, child, spouse or domestic partner) 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 or she has exhausted all of his or her sick leave and other paid time off. (Educ. Code 44043.5(a)(1).)

CATASTROPHIC LEAVE DONATION REQUEST - Any qualified permanent employee who exhausts all sick leave or other paid time off and who is or will be absent for the same catastrophic illness or injury may make a written request for donation from unit members of accrued paid sick leave in order to continue to receive income from the District.

ELIGIBILITY CRITERIA – A recipient of catastrophic leave donations must meet all of the following criteria:

Hold Permanent status with the District;

Exhaust all paid leaves (vacation, compensatory time off, sick and all other paid leaves);

The employee or his/her parent, child, spouse or domestic partner has suffered a catastrophic illness or injury.

REQUEST AND VERIFICATION PROCESS – An employee shall submit a written request to receive donations of accrued sick leave under this program. The request shall be submitted to CSEA

CV 6/14/17
P.A. 6/14/2017

Catastrophic Leave Committee (herein referred to as Committee) contained in an Appendix J approved form. If the employee is incapacitated, this form may be completed by an immediate family member or other authorized person acting at the request of the employee. If the employee is in a coma, CSEA may act on employee's behalf to make the request to authorize a family member or other person to act for the employee. A licensed physician must provide written verification of the catastrophic illness or injury, a prognosis, and the probable length of absence from work. Members of the committee shall keep information regarding the nature of the illness or injury confidential.

LENGTH OF LEAVE DONATION - The request for donation shall be for no more than 30 work days. An employee may make up to two additional requests in 30 work day increments, which shall not exceed a total of 90 work days within a 12-month period.

The Committee shall be responsible for notifying all unit members of donated sick leave hours needed for the ill employee. Unit members may then donate full hourly increments. The donating employee must have not less than ten (10) days earned sick leave before any donation will be accepted. The donations are non-revocable.

COMMITTEE OBLIGATIONS

CSEA will appoint a three (3) member Catastrophic Leave Committee to administer the sick leave donations. CSEA will notify the District in January who are the committee members.

The Committee shall notify its bargaining unit members when donated sick leave hours are needed. Donating employees shall submit the number of hours they are donating to the committee on the Appendix J Form 2.

The Committee will remit copies of the form(s) to the District's Classified Personnel Manager.

DISTRICT OBLIGATIONS

The District will deduct the submitted amount of sick leave hours from the donating employee and apply the hours to the sick leave of the requesting employee.

The Classified Personnel Manager or designee may request and shall be entitled to review all information obtained by the Committee related to a request for catastrophic leave or the renewal thereof. Such information shall be kept confidential.

CV 6/19/17
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