

ALL EMPLOYEES

**Catastrophic Leave Program**

An employee of the El Dorado County Office of Education who is, or whose family member is, suffering from a catastrophic illness or injury may request donations of accrued sick leave or vacation credits under the catastrophic leave program.

For the purpose of this Program, 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 or she has exhausted all of his or her sick leave and other paid time off. (Education Code 44043.5)

For the purpose of this program, family member means spouse, child, parent, stepchild, sibling or other permanent household member whose well-being is dependent on the employee's care.

Any employee who meets the criteria of this administrative regulation may donate eligible accrued leave benefits to the El Dorado County Office of Education for use by completing a *Request To Donate Catastrophic Leave* form.

***Eligibility***

- A full-time or part-time employee becomes eligible to receive catastrophic leave donations when the employee has exhausted, or will soon exhaust all of his/her accrued paid leave, as a result of a verifiable long-term illness or injury suffered by the employee or family member. Classified employees' vacation will be considered exhausted when only three (3) days remain.
- A long-term absence for purposes of this regulation shall be an absence, which exceeds fifteen (15) consecutive workdays.

***Request for Catastrophic Leave***

- The employee shall complete and submit to the Personnel Services Department a completed *Employee Request to Receive Donation of Catastrophic Leave* form.
- Verification shall be made by means of a letter, dated and signed by the sick or injured person's physician, indicating the incapacitating nature of the illness or injury and an estimated time the employee will be unable to work. The nature of the illness may be published in order to request donations.
- The employee's next of kin or department head may make this request on behalf of an employee that is unable to make such a request due to the catastrophic illness or injury.
- The Superintendent or designee shall determine: that the employee is unable to work due to the employee's or his/her family member's catastrophic illness or injury, and that the employee has exhausted all accrued paid leave credits.

- When the above verification and determinations are made, the Superintendent or designee may approve the transfer of accrued sick leave and/or vacation credits to the employee. (Education Code 44043.5)
- The Superintendent or designee shall inform employees of the means by which donations may be made in response to the employee's request.
- Benefiting employees may use donated leave credits up to a maximum of 100 days in twelve (12) consecutive months, providing that level of donation is received. A day is defined as the number of regular daily hours assigned to the recipient.
- Any employee who receives paid leave pursuant to this program shall use all leave credits that he/she has accrued, including sick leave accrued through June 30 and vacation earned to-date, before receiving paid leave in accordance to this program.
- All donations will remain confidential.
- When the need for the donated leave credits ends or the maximum of 100 days is used, whichever comes first, all remaining donated leave credits will be removed from the benefiting employee's leave record.

#### ***Catastrophic Leave Donation***

- Employees may donate accumulated sick leave or vacation credits to an individual who qualifies to receive donations as a result of an extended absence.
- To ensure that employees retain sufficient accrued sick leave to meet needs that normally arise; donors shall not reduce their accumulated earned sick leave to fewer than 24 days.

#### ***Donation Procedure***

- Donation of leave will be strictly voluntary; the identity of leave donors will be held in absolute confidence.
- Employees may only donate earned sick leave and/or vacation credits.
- Donations must be for a minimum of eight (8) hours and thereafter in one-hour increments to a maximum of 40 hours.
- Once donated to an individual, the donor cannot reclaim donated leave.
- Employees wishing to donate time will submit a *Request to Donate Catastrophic Leave* form to the Human Resources Department. Donation authorizations which do not contain all requested information shall be returned to the donor for completion and when completed shall be processed.

Legal Reference:

**EDUCATION CODE 44043.5 - Catastrophic Leave**

Revised: 2-13-18