

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 7 Human Resources

AP 7345 Catastrophic Leave Program

Reference:

Education Code Section 87045

Catastrophic leave program provisions are delineated in the Agreement between the District and the Coast Federation of Classified Employees.

Catastrophic leave program provisions for academic administrators, classified managers, and confidential employees are delineated below:

For the purposes of this procedure, the following terms are defined as follows:

- "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 requiring 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.
- "Eligible leave credits" means vacation leave accrued to the donating employee.

Eligible leave credits may be donated to an employee for a catastrophic illness or injury if all of the following requirements are met:

- The employee who is, or whose family member is, suffering from a catastrophic illness or injury requests that eligible leave credits be donated and provides verification of catastrophic injury or illness.
- Verification of catastrophic injury or illness shall be required.
- District Human Resources determines whether or not the employee is unable to work due to the employee's or his/her family member's catastrophic illness or injury.
- The employee has exhausted all accrued paid leave credits. If the transfer of eligible leave credits is approved, any employee may, upon written notice, donate eligible leave credits at a minimum of eight hours, and in hour increments thereafter.

The maximum amount of time for which donated leave credits may be used shall not exceed use for a maximum period of 12 consecutive months.

All transfers of eligible leave credit shall be irrevocable.

An employee who receives paid leave pursuant to this procedure shall use any leave credits that he/she continues to accrue on a monthly basis prior to receiving such leave.

Catastrophic Leave-Sharing Program for Managers and Confidential Employees

The District's Catastrophic Leave Program gives confidential employees and managers a chance to support their colleagues who are facing a qualified personal crisis, whether their own or that of an immediate family member. The program allows managers and confidential employees to provide assistance in the form of donated vacation leave. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

Catastrophic Illness or Injury Defined

Catastrophic illness or injury means an illness or injury that has been diagnosed, by a physician licensed to practice within the scope of his/her license, as life-threatening and expected to incapacitate the manager or confidential employee for an extended period of time, or that is life-threatening and incapacitates a member of the manager's or confidential employee's immediate family in instances, requiring the manager or confidential employee to take time off from work for an extended period of time. In qualified instances relative to care for the family member, this leave would be used when taking extended time off from work creates a financial hardship for the manager or confidential employee because he/she has exhausted all his/her allotted sick leave for such purposes and other paid leave options such as use of accrued vacation time. Immediate family members are defined in the proposal to include only: the manager's or confidential employee's spouse or registered domestic partner, children (under age 26, unmarried, and dependent on the manager for at least 51 percent of his/her support or legal dependents), and parents.

The donating manager or confidential employee must:

- be a manager or confidential employee of the District.
- have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual).

The Receiving manager or confidential employee must:

- be a manager or confidential employee of the District.
- have exhausted all paid leave earned pursuant to the applicable personnel policies covering vacation, sick leave, and compensatory time off.
- not be currently receiving benefits from other disability compensation (short-term disability, long-term disability, workers' compensation).

Nature of Donations

Donations must:

- be of accrued leave credits;
- be anonymous;
- be entirely voluntary;
- be a minimum of eight hours (1 day) or more of the donor's accrued vacation leave.
- Not deplete a manager's or confidential employee's accrued vacation leave credits.

Establishing the Bank and Collection Deposits

- There will be an initial call from the District Human Resources with the assistance of the management association and confidential employees for donations to establish the bank.
- There will be subsequent regular and periodic calls for donations from ~~GDMA~~ managers and confidential employees.
- There will be calls for donations when the bank balance falls below 1,200 hours.
- Donations from those eligible to donate will be accepted at any time.

Review and Oversight

- Applications for Catastrophic Leave will be reviewed by a Catastrophic Leave Committee of three employees appointed by the management association or the confidential employees group and District's Manager of Benefits as well as the Chief Human Resources Officer or his/her designee.
- The Catastrophic Leave Committee will recommend approval or denial of catastrophic leave.
- To safeguard privacy, neither the name of the individual requesting the time nor the diagnosis will be shared with the full Catastrophic Leave Committee. The District's Manager of Benefits will receive the applications and doctor's verification and will present the relevant facts to the full Catastrophic Leave Committee for review and approval/denial.

Catastrophic Leave Processes

The requesting employee must submit a written request for Catastrophic Leave to District Human Resources for the employee's own medically-certified "serious, life threatening health condition" or the medically certified "serious, life threatening health condition" of the employee's immediate family. The application must be accompanied by a physician's statement that documents that a serious, life threatening illness/injury exists and estimates the duration of the illness/injury. The applicant must not be currently receiving benefits from other disability compensation (short-term disability, long-term disability, workers compensation).

Length of Leave

The Catastrophic Leave Committee will approve allotments which will be minimally 10 working days (80 hours) and not to exceed 20 working days (160 hours), pending additional review and not less than 8 hours at a time.

A new request must be submitted to the Catastrophic Leave Committee for hours in excess of 20 working days (160 hours). Continuation of catastrophic leaves must have an updated doctors' report.

Processing of Leave Donation

A completed donation form must be signed by the donor and submitted to District Human Resources. Initial donations to the Catastrophic Leave bank must be greater than or equal to eight hours (1 day). Once leave is donated, it becomes the property of the bank until the Catastrophic Leave Committee authorizes its allocation to an applicant. Donation is completely voluntary. Employees are cautioned to consider their own present and future needs when determining how many hours to donate.

Time is transferred on an hour for hour basis without regard to the salary of either the donor or the recipient.

Termination of Catastrophic Leave

- The recipient receives any type of disability pay (short-term disability, long-term disability, workers' compensation).
- The recipient terminates employment with the District.
- The need no longer exists (based on physician's recommendation).

- The bank runs out of hours.

Termination of Catastrophic Leave Program

The hours in the bank will continue to be available based on the approved process until the hours are depleted.

Ratified January 14, 2015