



EMPLOYEE MANUAL	
Title: CATASTROPHIC LEAVE PROGRAM	
Policy No.: 19.0	Section Nos.: 19.0 – 19.2
Approval Date: June 2020	Effective Date: June 2020
Approved By: Board of Directors	

19.0 CATASTROPHIC LEAVE PROGRAM

This policy allows for unsolicited donation of sick leave accrual when approved by the Agency in its discretion.

Solicitation Prohibited. Solicitation of sick leave donations is strictly prohibited. This policy, however, shall not be construed to prohibit Human Resources from communicating that a leave donation program has been established for an employee in need. Any coercion or intimidation designed to spur donation is strictly prohibited and may be grounds for disciplinary action up to and including termination. Any donation of sick leave to the recipient employee is done strictly on a voluntary basis.

Donations Are Confidential. In order to encourage participation and avoid any allegations of favoritism, the names of the donors and the amount of the donations are to remain anonymous, even to the recipient. The donating employee shall not receive any remuneration from the recipient or a representative of the recipient for the donation.

19.1 Eligibility

Donor Eligibility. A regular employee may voluntarily elect to donate accrued sick leave provided:

1. The donor employee is in good standing and without a disciplinary history related to attendance.
2. The donor employee must be able to maintain a minimum of forty (40) hours of accrued sick leave after the proposed donation. The amount of sick leave that may be donated is a minimum of eight (8) hours and a maximum of twenty (20) hours. Sick leave donations, once authorized by the donor employee, may not be rescinded.
3. The donor employee must have received approval by Human Resources to donate in writing.

Recipient Eligibility. A regular employee experiencing an event qualifying for the use of sick leave is eligible to be nominated for receipt of leave donation provided:

1. The recipient employee must have completed his or her probationary period.



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2. The recipient employee must have personally suffered, or is providing primary care to an immediate family member who has suffered a serious, long-term catastrophic illness or injury resulting in the employee's absence for at least fifteen (15) consecutive working days.
3. The recipient employee must provide Human Resources written verification from his or her attending physician that there is a continuing medical necessity.
4. The recipient employee must have exhausted all available sick leave accrued.
5. The recipient employee must have received approval from Human Resources to participate in the program.
6. The recipient employee shall not exceed 4 weeks of catastrophic leave, unless otherwise approved by the General Manager.

19.2 Implementation

In order to utilize the donation of sick leave, an employee must comply with the following procedures:

1. As soon as it becomes apparent to an employee that he or she will need to request the donation of sick leave because of a continuing medical necessity, he or she may contact Human Resources to initiate the donation process.
2. Prior to requesting the donation of sick leave, the receiving employee, or legally authorized agent, submits written verification to the Human Resources representative that there is a medical necessity.
3. After written verification is received from the employee's attending physician, Human Resources checks to verify that the employee has nearly depleted his or her reserve of sick leave.
4. Management ensures that the employee's request is responded to in a timely manner after the Human Resources and Payroll have verified the balance of hours in the employees account and estimated the rate of depletion for leave.
5. Sick leave donations must be authorized by the donor employee in writing. Sick leave donations are subject to approval by Human Resources and acceptance by the recipient employee or his or her designee.



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6. Donated hours are converted to cash at the donating employee’s hourly rate and then used to compensate the receiving employee at his or her wage rate. All applicable benefit deductions and taxes related to the donated hours converted to cash will be the recipient’s sole responsibility and will be deducted from his or her paycheck accordingly.
7. An employee may donate sick leave once every twelve (12) months to a specific colleague or supervisor.
8. Donated hours given to the recipient employee may not be converted to vacation or exceed the maximum sick accrual of 250 hours.
9. Employees separating from the Agency (other than retirement) are not entitled to be paid out for their remaining sick leave balance; therefore, those hours will be transferred to the catastrophic leave program.