



POLICIES AND PROCEDURES

CORPORATE POLICY

Subject: Catastrophic Leave Donation Program

Policy No.: 220

Orig Date: 05/16/02

Last Revision Date: 01/01/11

Revision:

A. Purpose

B. Guideline Requirements

A. Purpose

Under the provisions of the Catastrophic leave Donation Program, Foundation employees may donate sick leave to another Foundation employee on the same campus, who has exhausted his/her accrued sick and vacation credits. Donated leave will be used to cover the employee's absence due to a catastrophic illness/injury that has totally incapacitated the employee from work. Generally, if the medical substantiation indicates that the condition causes total incapacitation from work for more than 15 calendar days, the condition will be considered "catastrophic" for the purpose of this Policy. Short term illnesses such as colds, flu or minor injuries are not considered catastrophic. This program also includes incapacitating conditions of immediate family members when the employee must take an extended period of time off work to care for the family member. "Immediate family member" shall be defined in accordance with the definition contained in the Employee Handbook. Requests for participation will be reviewed on a case-by-case basis. This program is voluntary and applies to all regular full-time benefited employees.

B. Guideline Requirements

Eligibility to Participate:

- a. A Foundation employee or his/her representative must request participation by completing the Leave Donation Request Form and must provide the appropriate medical verification of the illness or injury to the Employment Services Department.
- b. To be eligible for Catastrophic Leave, the following requirements must be satisfied as indicated on the forms submitted to Employment Services):
 - i. As certified by the respective health care provider, the illness or injury must be totally incapacitating and expected to last more than 15 calendar days;
 - ii. Employee must have at least 12 months service with the Foundation;



POLICIES AND PROCEDURES

- iii. The requesting employee must have exhausted all accrued sick and vacation;
- iv. The requesting employee must complete a Leave of Absence Request form;
- v. The employee must be on an approved leave under one of the following: Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), or Pregnancy Disability Leave (PDL).

Solicitation Procedures:

- a. The requesting Foundation employee or his/her representative must submit a completed Catastrophic Leave Request Form to Employment Services authorizing the Foundation to solicit the need for sick leave donations from eligible Foundation employees.
- b. Solicitation may occur through the monthly newsletter, direct contact with Foundation operational units, word of mouth, and/or via email.

How to Donate Leave Credits:

- a. Foundation employees may donate a maximum of thirty-two (32) hours of sick leave per fiscal year in one-hour increments. Donations are irrevocable once used by the recipient'.
- b. Employees wishing to donate sick leave may do so by completing a Catastrophic Leave Donation Form and submitting it to Employment Services.
- c. Only unused sick leave may be donated.
- d. Sick leave hours donated that are not used by the recipient employee will be credited back to the donating employee's sick leave balance.

Notifying Employee of Donated Leave Credits:

- a. Once the solicitation has been completed, the requesting employee will be notified by Employment Services of the amount donated.
- b. The total donated leave credits shall normally not exceed an amount necessary to continue the employee for three months, calculated from the first day of catastrophic leave.
- c. Sick leave should not be deemed donated until actually transferred by the Payroll Department to the recipient employees leave credits.
- d. Donated sick leave hours do not count as service credit following a service or disability retirement.

Use of Catastrophic Leave for Family Care:

- a. Catastrophic illness or injury leave also includes an incapacitated member of the employee's immediate family, if this results in the employee being required to take time off for an extended period of time to care for the family member.
- b. "Immediate family member" shall be defined in accordance with the definition contained in the Employee Handbook.
- c. The requesting employee must have exhausted all of his/her vacation leave and sick leave.
- d. The same procedures for request and approval of leave donations applicable to



POLICIES AND PROCEDURES

employees shall apply.

NOTE: All employee benefits (medical, dental, vision, etc.) will continue as long as the employee is on approved FMLA/CFRA, or PDL.