

Management, Supervisory, and Confidential Personnel

CATASTROPHIC LEAVE PROGRAM

When an employee or a member of his/her family experiences a catastrophic illness or injury, which requires that the employee take time off from work for an extended period of time, and the employee has exhausted all available sick leave and other paid time off, he/she may request donations of accrued vacation or sick leave credits.

“Catastrophic illness” or “injury” means an illness or injury that is expected to incapacitate an 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/she has exhausted all of his/her sick leave and other paid time off. (Education Code 44043.5)

In making such a request, an employee suffering from a catastrophic illness or injury shall provide verification by means of letter, dated and signed by the ill or injured person’s physician licensed in the state of California, indicating the incapacitating nature and probable duration of the illness or injury. This letter shall accompany a completed form submitted to the Risk Management Department.

The Governing Board must determine that the employee is unable to work due to the employee’s or his/her family member’s catastrophic illness or injury. (Education Code 44043.5) Leave from this program may not be used for illness/disability that qualifies the employee for worker’s compensation benefits.

The employee who is the recipient of the donated leave credits shall not use those credits for more than twelve (12) consecutive months. (Education Code 44043.5)

An employee who receives paid catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5)

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CATASTROPHIC LEAVE PROGRAM (Continued)

Employees may volunteer to donate under the following conditions:

1. Employees may donate a minimum of one day, equivalent to eight (8) hours or more of leave credits to the Catastrophic Leave Bank.
2. Only contributing employees will be permitted to withdraw from the bank.
3. Employees must have carryover of sick leave and/or vacation at least equivalent to the donation.
4. The donation is irrevocable and is strictly voluntary.
5. Withdrawals from the Catastrophic Leave Bank shall be granted in units of no more than twenty (20) duty days.
6. Employees may submit a request for one (1) extension of withdrawal for an additional twenty (20) duty days for each catastrophic illness or injury.

Legal Reference:

EDUCATION CODE
44043.5 Catastrophic Leave

Regulation
Reviewed: 10/09/13
Revised: 06/18/14

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California