

ADMINISTRATIVE PROCEDURE 7349 CATASTROPHIC LEAVE
(Academic Administrators, Classified Managers and Confidential Employees)

A voluntary sick leave contribution program may be established to meet the needs of an administrator or confidential employee experiencing catastrophic illness or injury. Catastrophic illness or injury means an illness or injury that is expected to incapacitate the employee for an extended period of time, 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 87045a1). The Program shall be administered according to the provisions below.

I. Contributions

When a need is identified and verified, a voluntary call for contributions of accrued sick leave days/hours will be requested among managers and confidential employees. Individual contributions may be made under the following conditions:

- A. The minimum contribution per call is one day (8 hours).
- B. The maximum contribution per call is five (5) days.
- C. The minimum Sick Leave balance after the contribution is at least five (5) days.
- D. Transfer of contributions shall be limited to the number of days used subject to the maximums provided in this article.

II. Eligibility

- A. A recipient of sick leave contributions must be an employee at the time the request is made.
- B. All other paid leave accounts of the manager or confidential employee must be exhausted prior to receiving donated sick leave benefits.

III. Benefits

- A. The Program may contribute up to 50 days at 100% of pay but no more than necessary for an employee to be eligible for long-term disability.
- B. No employee may receive benefits from the Program more than two times in his/her life.
- C. Employees receiving sick leave donations shall be covered by the District for medical, dental, life and disability they would otherwise be qualified to receive.
- D. Benefit recipients shall be solely responsible for any state and federal taxes on the donated time. Such taxes shall be withheld at the normal rate for the recipient employee. In the event that the state or federal governments rule that a tax liability is due other than as taxed, the recipient shall be solely liable for such liabilities.

IV. Request Procedures

- A. Request for benefits shall be submitted to the Vice Chancellor for Human Resources and Employee Relations. The vice chancellor shall receive the request and supporting medical documentation and certification to determine whether the manager or confidential employee meets eligibility requirements. Such requests must include a physician's certification that the employee is unable, as a result of a catastrophic illness or injury, to perform the material duties of his/her occupation.
- B. At its discretion, the District may require additional medical information or require examination by a second physician of the District's choosing and at the District's expense. After reviewing the application and supporting documentation, the vice chancellor shall notify the manager or confidential employee indicating whether he/she has met the criteria and furnished all documentation and number of days needed to bridge to eligibility for long-term disability benefits. At this time, the vice chancellor will request the call for sick leave contributions.
- C. Contributors may not contribute more days/hours than needed.

Approved by the Chancellor: February 22, 2013