

## Mendocino Unified School District

### Personnel

#### **Catastrophic Leave Program**

An employee who is, or whose family member is, suffering from a catastrophic illness or injury may request donations of accrued vacation or sick leave credits under the catastrophic leave program.

"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 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)

Upon requesting donations under this program, the employee shall provide verification of the catastrophic injury or illness. (Education Code 44043.5) Verification shall be made by means of a letter, dated and signed by the sick or injured person's physician, indicating the incapacitating nature and probable duration of the illness or injury.

The Superintendent or designee shall determine:

- a. That the employee is unable to work due to the employee's or his/her family member's catastrophic illness or injury, and
- b. That the employee has exhausted all accrued paid leave credits. (Education Code 44043.5)

<p style="text-align: center;"><b>Administrative Regulation 4161.9, 4361.9</b> Reviewed by Board 2/11/93</p>
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When the above verification and determinations are made, the Superintendent or designee may approve the transfer of accrued vacation and sick leave credits. (Education Code 44043.5)

The Superintendent or designee shall inform employees of the means by which donations may be made in response to the employee's request.

Any employee, upon written notice to the District, may donate accrued vacation and/or sick leave credits to the requesting employee at a minimum of eight hours, and in hour increments thereafter. All transfers of eligible leave credit shall be irrevocable. (Education Code 44043.5)

To ensure that employees retain sufficient accrued sick leave to meet needs that normally arise, donors shall not reduce their accumulated sick leave to fewer than 10 days.

Benefiting employees may use donated leave credits for a maximum of 12 consecutive months.

An employee who receives paid leave pursuant to this program 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)

The Superintendent or designee shall ensure that all donations are confidential.