

Personnel

CATASTROPHIC LEAVE

SP 4610.00

Catastrophic Leave may provide eligible employees leave credit when the employee or member of her/his immediate family experiences a catastrophic illness or injury verified by an attending physician or homeopathic practitioner. Leave may be granted only when the illness or injury is expected to incapacitate the employee or the family member for an extended period of time, and the employee has exhausted all available leave and other paid time off from work.

Classified Employees Article VI, Section N / Certificated Employees Article VI, Section U

1. The county office establishes a catastrophic leave program to permit employees of the county office to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury. For the purposes of this section the following terms are defined as follows:
 - a. "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 or she has exhausted all of his or her sick leave and other paid time off.
 - b. "Family" means child, spouse, designated domestic partner, child of spouse, parent or sibling of unit member.
 - c. "Eligible leave credits" means vacation leave and sick leave accrued to the donating employee.
2. Eligible leave credits may be donated to an employee for a catastrophic illness or injury if all of the following requirements are met:
 - a. The employee who is, or whose family member is, suffering from a catastrophic illness or injury requests that eligible leave credits be donated and provides verification of catastrophic injury or illness as required by the county office in which he or she is employed. Requests for catastrophic leave must be submitted on the proper form (E4610)
 - b. The county office determines that the employee is unable to work due to the employee's or his or her family member's catastrophic illness or injury.
 - c. The employee has exhausted all accrued paid leave credits.
3. If the County Office deems a unit member eligible for catastrophic leave due to an illness or injury of a family member, the unit member may use his or her own sick leave accrued in excess of 12 days. The unit member seeking catastrophic leave due to an illness or injury of a family member must use all of his or her own sick time in excess of the 12 days before requesting a donation from other employees.
4. If the transfer of eligible leave credits is approved by the county office, any

employee may, upon written notice to the county office, donate eligible leave credits at a minimum of eight hours, and in hour increments thereafter.

- a. No employee may donate sick leave hours unless he/she has more than twenty (20) days of accumulated leave credit on record with the County Office. An employee may donate sick leave only in excess of the minimum twenty (20) days on record. Leave credit may be initially donated at a minimum of 8 hours and in hour increments thereafter.
5. The maximum amount of time for which donated leave credits may be used, but not to exceed use for a maximum period of 4 consecutive months.
 6. All transfers of eligible leave credit are irrevocable.
 7. An employee who receives paid leave pursuant to this section shall use any applicable leave credits that he or she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this section.
 8. Issues related to catastrophic leave are not grievable.

Legal References:

Education Code,

44043.5 Employees Rights and Duties

MENDOCINO COUNTY OFFICE OF EDUCATION

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