



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7345

AP 7345 Catastrophic Leave Program

- I. OVERVIEW: The District has established a catastrophic leave program to permit management, supervisory, and confidential (MSC) employees of the District to donate eligible leave credits to another MSC employee when that employee or a member of their family suffers from a catastrophic illness or injury.

For the purposes of this procedure, the following terms are defined as follows:

- "Catastrophic illness" or "injury" means an illness or injury, impairment, or other physical or mental condition that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family requiring 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 they have exhausted all of their sick leave and other paid time off.
- "Eligible leave credits" means vacation leave and sick leave accrued to the donating employee.

II. Terms and Restrictions:

Eligible leave credits may be donated to an employee for a catastrophic illness or injury if all of the following requirements are met:

- 1) The employee who is, or whose family member is, suffering from a catastrophic illness or injury requests in writing that eligible leave credits be donated and provides verification of catastrophic injury or illness on the District's form.
- 2) Human Resources verifies that the employee is unable to work due to the employee's or their family member's catastrophic illness or injury.
- 3) The employee has exhausted all accrued paid leave credits, and in the case of the employee's catastrophic illness or injury, the employee is either not eligible for long-term disability or be eligible for such benefits but have not started to receive them.



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- 4) The MSC employee has not taken any prior catastrophic leave within the five-year period counted backwards from the proposed date for starting catastrophic leave for the current request.

III. REQUESTING DONATIONS:

- 1) The applicant for donated leave shall fill out an application for Donated Sick Leave, stating the nature of the serious health condition, the number of days estimated that the illness will last (or how many days the illness did last), and the number of days of eligible leave credits the applicant has on account with the District. The application shall be provided to applicants by the Chief Human Resources Officer (CHRO).
- 2) The application must be signed by the applicant and the applicant's physician(s), and sent to the CHRO who may demand an additional medical statement after the absence.
- 3) As soon as the CHRO has reviewed the application, the applicant shall be informed. Donations will be solicited by a request from Human Resources to MSC employees on behalf of the specifically named individual who meets the criteria for the donations.

IV. MAKING DONATIONS:

- 1) Any MSC employee may, upon written notice, donate up to five (5) days of their eligible leave credits at a minimum of eight hours, and in one-day (eight-hour) increments thereafter. Donors must retain a minimum number of 30 days (240 hours) of accumulated sick leave with the District after a donation is made.
- 2) Donations for sick leave shall be authorized by a signed pledge form. Pledge forms shall be filed with the CHRO. This pledge form shall provide legal waiver and spousal consent, where necessary.
- 3) Donation of vacation leave will require the pledge form, but not the legal waiver.
- 4) In the event that several employees sign pledge forms to donate, the eligible leave credits shall be allocated to the recipient in the order the signed pledge forms are received by the CHRO.



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- 5) Eligible leave credits shall not be transferred from a donor's account until it is used by the recipient for the serious illness or medical condition detailed on the Application for Donated Sick Leave. Once transferred, the transfer is irrevocable. In the event that the recipient does not use all pledged sick leave, any unused pledge forms shall be returned and no eligible leave credit deductions made from the pledger's account(s).
- 6) The Office of Human Resources shall keep the identities of any of those pledging eligible leave credits confidential.
- 7) The maximum amount of time for which donated leave credits may be used shall not exceed sixty (60) work days.

An employee who receives paid leave pursuant to this procedure shall use any leave credits that they continue to accrue on a monthly basis prior to receiving such leave.

Information on catastrophic leave for represented employees can be found in the respective collective bargaining agreement.

See also Board Policy 7340 - Leaves

Reference: *Education Code Section 87045*

Approved: May 10, 2022