



CATASTROPHIC SICK LEAVE DONATION POLICY

Full-time employees who are experiencing catastrophic illness and have exhausted all their paid leave may request donations of accumulated unused sick leave through the UPCS Human Resources Office from other UPCS employees who wish to donate sick leave to that individual.

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 extended periods of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because s/he has exhausted all of his/her sick leave and other paid time off.

“Members of the employee’s family” shall be limited to mother, father, grandmother, grandfather, or grandchild of the employee or the spouse of the employee, and the domestic partner (as identified by appropriate paperwork), son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or any relative living in the immediate house of the employee.

The intent of this leave is to provide employees economic relief for devastating personal health circumstances. Catastrophic leave may not be used for:

1. Elective surgery
2. Personal necessity leave
3. Normal pregnancy
4. Substance abuse rehabilitation
5. Bereavement

A full-time employee may request donated catastrophic sick leave up to thirty (30) days through lifetime of employee tenure at UPCS.

Adopted/Ratified: 2/10/10

Revision Date: 12/7/11, 3/23/18

Whenever possible, the employee must submit a request for the additional days to the Human Resources administrator at least fifteen (15) working days before s/he expects to exhaust all other available sick leave. A verification of the information in the request from the employee's physician shall be attached.

When the Human Resources Office determines that the illness or injury meets the appropriate criteria, s/he will notify the UPCS Governing Board and arrange for a meeting of the Catastrophic Review Committee. The Catastrophic Review Committee shall consist of two (2) full-time certificated employees, one of whom is an administrator and one elected by certificated staff, one (1) full time classified employees elected by the classified staff, and two (2) Board members appointed by the Governing Board.

Upon notification by the Review Committee, the Human Resources office shall contact all other UPCS employees to announce that they may donate up to three (3) of their personal sick leave days for use by the employee requesting the catastrophic. All employees shall also be notified that the donation is irrevocable, and that retaining unused sick leave may benefit an employee's STRS calculation upon retirement. Employees with fewer than fifteen (15) days of accumulated sick leave days are not eligible to contribute sick leave days to the Catastrophic Leave Program. All donated sick leaves, whether from full- or part-time certificated or classified employees, will be calculated as full sick days for the employee receiving the donated leave.

Employees will authorize their donation on a signed form provided and collected by the Human Resources Office.

The Human Resources Office will conduct a lottery, assign each donor a number, and prepare a list of donation order to be posted in the Human Resources Office. Each eligible donor on the list will be charged a day as it is used in the order established by the lottery donor number.

The office responsible for payroll will maintain a copy of the list, indicating the number of days actually used and to whom they were charged. The Human Resources Office will then notify all employee donors of the status of their donated sick leave.