



Human Resource Services

Catastrophic Leave

Human Resource Services submits a request for the following information needed on a Catastrophic Leave Memorandum of Understanding (MOU):

- The date that the employee will run out of paid leave; and
- The hours needed in the form of donations from other unit members to cover the employee's unpaid absences.

This information needs to be provided immediately, using the employee's current leave accrual report and any unposted absence reports. Verify the employee's work calendar and the hours worked daily. Human Resource Services will negotiate a Catastrophic Leave Memorandum of Understanding followed by donation requests to be processed.

Donation Requests

Donation requests should be processed as follows:

1. Date stamp as forms are received; donations are processed on an as needed basis using the first received.
2. Verify that all employees donating their time are members of the same bargaining unit as the employee on catastrophic leave. Donations received from a non-member need to be returned.
3. Post all qualifying donations to both the employee receiving the donations and the employee donating. Donations are processed on an hourly basis posting the donations to the correct leave accrual balance. The MOU will usually allow for donations in minimum of eight hour increments. Since agreements may allow for both vacation and sick leave, donations are posted to the sick leave accrual balance for the employee on catastrophic leave. Donations received in excess of the amount needed should be returned to the employee donating his/her time with a form stating that the donation is not needed because the employee already received the necessary donations.
4. After all donations are posted, a new leave accrual report will be run for the employee on catastrophic leave to verify that there are enough hours to pay employee on catastrophic leave. Donations received in excess should then be returned to the employees whose donations are not needed. The deadline for submission of the donations is the last day the employee will be out on leave. This date is on the MOU. If the employee does not receive enough donations, immediately communicate that information to Payroll Services that docking of pay is necessary.