




**HUMAN RESOURCE SERVICES DIVISION**

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*Carol M. Mignone, Associate Superintendent, Human Resource Services*

Date: September 13, 2007  
To: All SEIU Employees  
From: Carol Mignone Stephen   
Associate Superintendent, Human Resource Services  
**Subject: Reminder—Catastrophic Leave Processes and Procedures**

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This letter is sent as a reminder of the process and procedure for Catastrophic Leave for all Service Employees International Union (SEIU) members.

As part of the 2005-06 school year negotiations agreement, a Catastrophic Leave process was agreed by both the District and SEIU in an effort to assist employees who are suffering from a catastrophic illness or injury. The effective date that began the Catastrophic Leave process was on July 1, 2006.

The attached document provides information regarding this program. The designated donation time period is August 1<sup>st</sup> through October 31<sup>st</sup> annually. It is important to note that once a donation(s) is made, that it is irrevocable. In addition, the donation submitted is not to be designated for any specific participant.

The forms to donate to the Catastrophic Leave Bank, as well as the Catastrophic Leave Request, are available on the District's intranet website under Personnel Forms: PSL-F207 and PSL-F208.

You may also locate the information regarding the Catastrophic Leave processes and procedures in the updated SEIU Collective Bargaining Agreement contract as attachment G, "Catastrophic Sick Leave Bank".

Remember this is an important decision for you to make. If you have additional questions, please feel free to contact SEIU, Local 1021 at 916-568-2000.

cc: SEIU, Local 1021

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**CATASTROPHIC SICK LEAVE BANK**

- A. The purpose of the Catastrophic Sick Leave Bank ("Bank") is to create a bank of donated sick leave days which may be used by unit members who are permanent employees suffering from a catastrophic illness or injury. The establishment of this Bank replaces the previous catastrophic leave practice agreed to by the parties.
- B. Catastrophic illness or injury is defined to mean a severe, incapacitating illness or injury to the employee which is expected to continue for an extended period of time which prevents the unit member who is a permanent employee from performing his/her duties.
- C. Membership in and use of the Bank
1. The unit member who wishes to participate in the Bank must donate a minimum of one full sick leave day based on regular assignment hours worked to the Bank. The designated donation period shall occur on August 1 through October 31 annually. After 15 years of consecutive annual donations, the employee will no longer be required to make further donations to be recognized as a vested member of the catastrophic leave bank.
  2. In order for an employee to be eligible for catastrophic leave, they must have made a donation to the Bank during the donation period for that school year as outlined above.
  3. Donations to the Bank are irrevocable and may not be designated for the use of any specific participant.
  4. To use the Bank, a unit member must have exhausted all paid leaves including worker's compensation leave, except extended sick leave (100 half days). Donated catastrophic leave will run concurrently with extended sick leave. If catastrophic sick leave extends into a new fiscal year, newly granted sick leave days must be exhausted prior to resuming the use of the catastrophic sick leave bank. One day of granted sick leave must be donated to the bank to continue eligibility into the new fiscal year. There shall be no break in pay.
  5. The Associate Superintendent, Human Resources or designee and the Staff Manager, SEIU or designee will develop the procedure whereby a unit member applies for use of catastrophic sick leave days.

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6. The Associate Superintendent, Human Resources or designee and the Staff Manager, SEIU or designee will develop the form to be used by unit members to contribute to and apply for use of the Bank.
7. The Associate Superintendent, Human Resources or designee and the Staff Manager, SEIU or designee will develop the procedure for replenishing the Catastrophic Leave Bank should it be depleted prior to the annual donation date.
8. The Associate Superintendent, Human Resources or designee shall grant or deny all requests for use of the Bank. If the application is denied, the Associate Superintendent, Human Resources or designee and the Staff Manager, SEIU or designee will discuss the reason for denial.

D. General Provisions

1. Days from the Bank shall be authorized on a first come, first-serve basis (date stamped received by Human Resources). Applicants may annually request the use of up to sixty (60) full salary, sick leave days that have been donated to the Bank. Upon full use, an additional twenty (20) days may be requested for a maximum of eighty (80) days to be used per catastrophic illness or injury.
2. Days may only be used by an employee who per medical verification, is incapacitated by a catastrophic illness or injury. Unused catastrophic sick leave days granted will be returned to the Bank. Unit members will be compensated at their current\* regular assignment hours\*\*. Unit members will be compensated at their current\* work calendar. Unit members will be compensated at their current\* rate of pay for each catastrophic sick leave day used. Total unused bank time will roll over from year to year.  
  
\* Current is defined as "in effect when application for Catastrophic Leave is received by Human Resources".  
  
\*\*Includes definition in 9.15.3 (Temporary Changes in Work Schedules for Part Time Employees).
3. Unit members on worker's comp leave and receiving compensation under Worker's Compensation provisions shall not be eligible to withdraw days from the Bank until exhausting all such benefits.

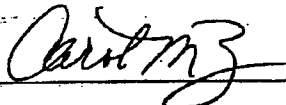
4. Upon an approval by CalPERS of retirement disability payments, the unit member's eligibility for withdrawal of days from the Bank shall cease.

E. The provisions of this section which relate to the application process and the approval of requests for catastrophic sick leave days shall not be subject to the grievance procedures established in this agreement.

Intent: Sections C4 and D2. For example, if an employee has 60 days of their 100 half days available, they could use those 60 days in conjunction with 60 half Catastrophic Leave days to give them full salary for 60 days. This will use 30 full days of Catastrophic Leave days, leaving the employee with a balance of 30 Catastrophic Leave days.

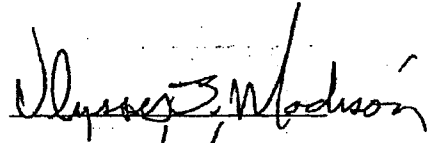
Committee Members: Shelly Hiibel, Archie Johnson, Wendy Smelosky, Marianne Clemmens, Patty Hagemeyer, Ron Hill

For the District:



Date: 2-3-06

For SEIU:



Date: 2/3/06