

SAN CARLOS CHARTER LEARNING CENTER
Catastrophic Leave Program Procedures

When an employee or a member of his/her family experiences a catastrophic illness or injury which requires the employee to take time off from work for an extended period of time, and the employee has exhausted all available sick leave and other paid time off, he/she may request donations of accrued vacation or sick leave hours from other employees. (Education Code 44043.5)

In making such a request, the employee shall provide verification of the catastrophic injury or illness to the School Director, or the chair of the Board of Directors. (Education Code 44043.5(b)(1))

Verification shall be made by means of a letter, dated and signed by the sick or injured person's physician, indicating the incapacitating nature and probable duration of the illness or injury.

Upon determination by the Board of Directors that the employee is unable to work due to his/her own or a family member's catastrophic illness or injury, any other employee, upon written notice to the Board of Directors, may donate accrued vacation and/or sick leave credits to the requesting employee. Donations shall be a minimum of eight hours, and in one hour increments thereafter. (Education Code 44043.5(c))

All transfers of eligible leave credit are irrevocable. (Education Code 44043.5(d)(3))

The School Director, or designee shall ensure that all donations are confidential.

The employee who is the recipient of the donated leave credits shall use those credits within 12 consecutive months. (Education Code 44043.5(d)(1))

If donated credits are not used by the employee within 12 consecutive months, the credits shall be placed in a pool that will be available to the next eligible employee who requests catastrophic leave.

An employee who receives paid catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5(e))

Adopted by the SCCLC Board of Directors: October 10, 2012