

AR 4561.3 Catastrophic Leave for Certificated and Classified Employees

Any employee may irrevocably donate up to two (2) earned and unused days of sick leave to another employee who has suffered a long-term or catastrophic illness and who has fully exhausted all paid leaves, including difference pay and any income derived from an income protection plan. Catastrophic leave donations shall not apply to employees whose absence originated as an industrial illness or accident.

An employee who chooses to donate accrued sick leave credits to the district's catastrophic leave program shall provide written notice to the Superintendent or designee of the amount and type of leave he/she wishes to donate. The Superintendent or designee shall review the donor's available leave and transfer the leave credits to a district pool of leave credits designated for this purpose.

The employee receiving catastrophic leave shall provide verification of the illness or injury.

No employee may receive more than twenty-two (22) days annually of donated sick leave.

Once donated, the donation becomes irrevocable, even if the donation is not utilized. For certificated unit members, it shall be the responsibility of the Etiwanda Teachers' Association to communicate these provisions to bargaining unit members and communicate requests for implementation to the District. For non-unit member employees, the Assistant Superintendent of Personnel will monitor the implementation of this policy.

The District will prepare and process related sick leave accounting documents.

The Board of Trustees extends this policy to classified and confidential personnel, as well as classified management personnel. For the purposes of this policy classified, confidential and classified management are to be considered a group from which voluntarily contributions of sick leave can be made to those within the group who experience catastrophic illness.

The Board of Trustees also extends this policy to certificated management as potential participants in the policy as it is applied to certificated bargaining unit members.

Board Approved:

July 25, 2018

August 19, 2004

Effective Date: August 19, 2004