

Employees may donate eligible leave credits to an employee when that employee or a member of his or her immediate family suffers from a catastrophic illness or injury. For purposes of this program, the following terms are defined as follows:

- 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 immediate family, which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his/her sick leave and other paid time off (including banked time off).
- B. "Eligible leave credits" means vacation leave and sick leave accrued to the donating employee.
- C. "Immediate family" means mother, mother-in-law, father, father-in-law, grandmother, grandfather, husband, wife, domestic partner, son, daughter, brother, sister, or grandchild of the employee.
- D. "Representative of employee" is one to whom employee has given medical power of attorney in such cases where the employee is unable to represent himself/herself due to incapacitation resulting from a catastrophic illness or injury.

For purposes of this program the following conditions are not covered: elective surgery, normal pregnancy, Worker's Compensation claims, disabilities resulting from substance abuse, intentionally self-inflicted injuries, or normal illnesses such as colds, flu, allergies, headaches, etc.

Upon approval by the Board of Trustees, eligible leave credits may be donated to an employee for a catastrophic illness or injury if all of the following requirements are met:

- A. The employee who is, or whose immediate family member is, suffering from a catastrophic illness or injury requests that eligible leave credits be donated and provides a physician's statement of verification of the catastrophic injury or illness.
- B. The Director of Human Resources determines that the employee is unable to work due to the employee's or his or her family member's catastrophic illness or injury.
- C. The employee has exhausted all accrued paid leave credits.

The maximum amount of time for which donated leave credits may be used may not exceed twelve consecutive months.

An employee who receives transferred leave credits shall use any leave credits that he or she continues to accrue on a monthly basis prior to receiving transferred leave credits.

If the transfer of leave credits is approved by the board, any employee may, upon written notice to the board, donate eligible leave credits at a minimum of eight hours, and in hour increments thereafter, to a maximum of sixteen hours per situation.

- A. An employee must retain no fewer than thirty days of sick leave on record to be eligible to donate sick leave days; no limitations are placed on vacation leave days that may be donated.
- B. All transfers of eligible leave credits are irrevocable.

Request and Donation Process

Once the employee or representative of the employee believes he/she has met the requirements, he/she must submit a completed "Request for Donated Leave" to the Department of Human Resources with verification from the attending physician attached.

If the employee has suffered a catastrophic illness or injury resulting in the employee's inability to represent him or herself, a representative of the employee may complete the paperwork as long as the representative presents a signed medical power of attorney.

Human Resources will submit the request to the superintendent/president for board action at its next meeting.

If the board approves the donation of leave credits, Human Resources will announce a call for donations.

Employees who wish to donate eligible leave credits must submit a completed "Intent to Donate Leave Credits" to the Payroll Department.

Using the completed "Intent to Donate Leave Credits" forms as a basis, the Payroll Department will transfer leave credits beginning by using the minimum hours donated from each person to meet the anticipated need in an equitable manner.

Once leave has been donated officially, as indicated on the "Intent to Donate Leave Credits", the form will be returned to the donating employee.

Waiver of Limitation of Personal Necessity

The board may grant a waiver of the limitation provided by Education Code (i.e. six days for full-time faculty or seven days for classified staff) per contract-year limitation for the use of accrued sick leave benefits for absences that qualify as personal necessity per Education Code §§87781.5 or 88207. Details on personal necessity can be found in the employee manuals for each employee group.