

Catastrophic Leave Sharing Program For Non-Exempt Non-Union Staff

Frequently Asked Questions:

What is the Catastrophic Leave Sharing Program (CLSP)?

Carleton non-exempt, non-union staff may voluntarily transfer one or two days of sick leave to the catastrophic leave pool. The pool will benefit fellow staff members who are victims of catastrophic illness or injury and who have exhausted all of their paid vacation and sick leave benefits.

What is a catastrophic illness or injury?

The definition of "Catastrophic Illness or Injury" adopted for our plan means "a physical or mental illness or injury, as certified by a licensed physician, that will result in the inability of the employee to perform the essential functions of the job, with or without reasonable accommodation, for more than 30 work days on a consecutive or intermittent basis."

Why doesn't it cover periods of less than 30 days?

For most situations, the Carleton sick leave benefit is adequate to cover situations of lesser duration.

Why should I contribute to the pool?

Your contribution to the sick leave pool helps to continue income for a fellow staff member who experiences catastrophic illness or injury.

How can I contribute to the Pool?

Human Resources will send out donation forms to eligible staff each fall. Complete the form and return it to Human Resources (HR). Your contribution will be deducted from your accrued balance of sick leave and placed in the pool. Please remember that once leave has been donated to the pool, it cannot be restored to the donating staff member.

Can you donate hours to a specific individual?

No, for the plan to be equitable it must be unbiased. All contributions are combined to form a single pool. We want the pool to be available to as many people as are eligible.

Does it cover family members or dependents?

No, it is intended for the individual staff member only.

How do I withdraw time from the pool?

If you are an eligible staff member you may complete an Application for CLSP Hours, along with the Attending Physicians Statement, and submit it to the Human Resources.

How do we assure that the distribution of hours remains unbiased?

The Human Resources office will handle the administration of the program. Applications are filed with and eligibility verified by HR. HR will notify the CLSP committee of a qualifying application, no name or details of illness or injury attached, and the number of available hours in the pool. The committee decides only the number of hours to be allocated per request. Staff members who are awarded CLSP hours are eligible for up to 160 hours (20 days) or 1/3 of the CLSP balance; whichever is less. A maximum of 240 hours (30 days) may be distributed to an individual per calendar year. Part-time staff who are awarded CLSP hours are eligible for an amount of hours that is proportional to their appointment.

What if there is not enough time in the pool to grant the number of days that I may need?

There is no guarantee that the pool will contain the number of days that you may need. The number of days in the pool is based on the number of days contributed and the number of days withdrawn. A request may be submitted at a later date for reconsideration and additional allocation of available pooled time.

Do you have to donate to the pool to be able to apply for a distribution from the pool?

No. Individuals must have a minimum number of accrued sick leave hours in order to donate hours to the pool. (This minimum was built in to protect individuals, and to encourage responsible management of individual sick leave hours.) The pool is intended to help those who have exhausted their own available hours, therefore a situation may arise where a staff member, through not fault of their own, did not have the minimum hours required to donate. We want to be able to help these people in a catastrophic situation.

What about someone who has used/abused all of their sick time?

Due to our definition of catastrophic illness, and the fact that to qualify for a distribution from the plan an Attending Physician's Statement is necessary, we can be assured that all plan distributions will go to individuals who are truly in a serious situation. As co-workers, we are not in a position to know what goes on with another co-worker's health, or to judge whether someone was sick when they used sick leave hours. This is an issue that supervisors should monitor.