

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

PURPOSE: The Catastrophic Leave-Sharing Program (CLSP) gives non-exempt non-union staff a chance to support their co-workers who are experiencing a catastrophic illness or injury. The program allows eligible staff to donate sick leave to a catastrophic leave pool, to be used by other eligible staff members. This program was developed to create a caring environment and because members of the non-exempt non-union staff have expressed a desire to assist their co-workers in this way. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

ELIGIBLE STAFF

Donating Staff

1. The donating staff member must have accrued a minimum of 88 hours (11 days) of sick leave in order to retain a minimum balance of 80 hours (10 days) for his/her personal use. The maximum number of hours that can be donated by an individual per year is sixteen (16).

Receiving Staff:

1. The receiving staff member (not a family member or dependent) must be experiencing a catastrophic illness or injury as defined below.
2. The receiving staff member must have or will have exhausted all accumulated sick leave, vacation and floating holiday time to which that individual is otherwise entitled and must not be receiving any other supplemental payments (e.g., worker compensation or short or long-term disability.)
3. Staff who use leave from the pool are not required to pay it back. Any balance of hours approved for but not used will be returned to the pool.

“Catastrophic Illness or Injury” 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.”

DONATIONS

1. Human Resources will send out donation forms to eligible staff each January. If the hours in the pool fall below 200 hours there will be additional opportunities to donate to the pool. If the pool reaches 2,400 hours, no further donations will be accepted.
2. Donations to the pool will be made in eight (8) hour increments. The maximum number of hours that can be donated by an individual per year is sixteen (16).
3. Once leave has been donated to the pool, it cannot be restored to the donating staff member.

REQUESTING LEAVE FROM THE POOL

1. To initiate a request, the eligible staff member must contact Human Resources. In the event that the individual is physically or mentally unable to initiate a request, a request may be initiated by a member of the individual's immediate family (i.e. spouse, domestic partner, child or parent), or by their department.
2. The requesting staff member, or their designee, must complete an application form, which includes a physician's certification, and submit the forms to Human Resources.

Administrative Procedures

1. Human Resources will determine if the qualifying criteria are met and will notify the Catastrophic Leave Pool Committee when there is a qualifying candidate. The Catastrophic Leave Pool Committee, consisting of two non-exempt staff (each serving a two-year term), a Human Resources representative, and the College Chaplain will oversee the hours in the pool. Based on the number of hours in the pool, the CLSP Committee will determine the number of hours to be distributed. The Committee will not know the identity of the requesting individual or any detail of the nature of the illness or injury.
2. Qualifying staff members are eligible to receive an initial award of up to 160 hours (20 days) or 1/3 of the CLSP balance: whichever is less.

Additional hours may be awarded based on availability of pool hours in consultation with the CLSP Committee. A maximum of 240 hours (30 days) may be distributed to a staff member per calendar year. Part-time staff who are awarded CLSP hours are eligible for an amount of hours that is proportional to their appointment. Human Resources will notify the applicant of the amount of the award.

3. All records pertaining to donations to the pool, and any applications for hours from the pool shall be maintained by Human Resources. These records shall remain confidential and shall not be accessed by the CLSP committee.
4. At the end of each calendar year, Human Resources shall report to CLSP Committee the number of hours donated that year, the number of applications received, the number of hours distributed, and the number of hours remaining in the pool. CLSP will report this information to SAC.
5. Unused pool hours shall carry forward each calendar year.
6. In the event that, for any reason, the Catastrophic Leave Sharing Program is terminated, any remaining balance of pool hours will continue to be awarded to eligible staff members until the pool is exhausted.