

# Perris Union HSD

## Administrative Regulation

All Personnel

AR 4161.9(a)

4261.9

CATASTROPHIC LEAVE PROGRAM

4361.9

### Donations to Catastrophic Leave Program

~~AR 4161.9~~

~~Personnel~~

~~When an An employee or a member of his or 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 or she may request donations of accrued vacation or sick leave credits. who chooses to ~~(Education Code 44043.5)~~~~

~~In making such a request, the employee shall provide verification of the catastrophic injury or illness. ~~(Education Code 44043.5)~~~~

~~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 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 Governing Board, may donate accrued vacation and/or sick leave credits to the ~~requesting employee.~~ 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.~~

~~Donations shall be at a minimum of eight hours, and in hour increments thereafter. ~~(Education Code 44043.5)~~~~

~~To ensure that employees retain sufficient accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than 40 hours.~~

~~All transfers of eligible leave credit shall be irrevocable. ~~(Education Code 44043.5)~~~~

~~Employees should be cautious in making large donations of leave that they may need for their own use in the future.~~

The Superintendent or designee shall ensure that all donations are confidential.

## Requests for Catastrophic Leave

A full-time or part-time employee may apply to the Superintendent or designee to use paid leave from the catastrophic leave program if he/she earns paid time off but has exhausted all his/her accrued paid leave and needs to take time off from work for an extended period of time due to his/her or a family member's catastrophic illness or injury. If the employee is incapacitated, a family member or caretaker may apply on his/her behalf.

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

*(cf. 4261.1 - Personal Illness/Injury Leave)*

The employee shall provide verification of the illness or injury. (Education Code 44043.5)

Verification shall be made by means of a letter, dated and signed by the individual's health care provider, indicating the incapacitating nature and probable duration of the illness or injury.

An employee may apply to receive up to 20 days of paid leave from the catastrophic leave program per school year. At the end of the 20-day period, he/she may apply for up to 20 days of additional leave credits.

Employees receiving compensation under worker's compensation provisions are not eligible to receive leave from the catastrophic leave program until exhausting such benefit.

*(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)*

An employee who is the recipient of ~~the~~-donated leave credits shall use those credits within 12 consecutive months. (Education Code 44043.5)

If donated leave credits are not used by the employee within 12 consecutive months, the credits shall be ~~placed in a returned to the pool that will be available to the next eligible employee who requests~~of catastrophic leave.- for use by other eligible employees.

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)

Regulation  
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PERRIS UNION HIGH SCHOOL DISTRICT  
Perris, California