

GLENDORA UNIFIED SCHOOL DISTRICT
PERSONNEL SERVICES

MEMORANDUM

DATE: October 24, 2018
TO: All GTA Members
FROM: Dominic DiGrazia
SUBJECT: Catastrophic Leave
CC: JoAnne Johnsen, Eric Smith

The District and GTA negotiated language and procedures for a **Catastrophic Leave** bank which was approved by the Board of Education on September 24, 2007. This article may be found in its entirety on the reverse of this form. This provision allows a GTA member to donate days to a catastrophic leave bank to be used by other GTA members.

It is stipulated in this language that a form be sent to all GTA members at the beginning of each school year to allow employees to donate days, if they wish. If you are interested in donating to the Catastrophic Leave bank, please note the following:

- You must have a minimum of twenty (20) days of accrued sick leave
- You may donate up to ten (10) days per year of accumulated and unused sick leave
- Donated days are irrevocable and cannot be taken back by the donating member
- Days shall be donated to the bank and not to or for a specific employee
- Participation in the Catastrophic Leave bank is voluntary
- Employee requests to utilize days from the Catastrophic Leave bank will be processed through Personnel Services. The application form may also be found on the District website at <http://www.glendora.k12.ca.us>, clicking on *Employee Information* then *District Forms*.

If you have any questions, I may be reached at ext. 300 or at ddigrazia@glendora.k12.ca.us.

✂ Detach here and return to Business Services, ATTN: Payroll

Name: _____ Work Location: _____

I wish to donate days to the Catastrophic Leave bank and understand the stipulations at the top of this memo. I also verify that the language in its entirety was provided to me on the reverse of this memo.

Number of days to donate: _____ (maximum of 10 days annually)

Signature: _____ Date: _____

7.10 Catastrophic Leave

A certificated bargaining unit member with a minimum of twenty (20) days of accrued sick leave may donate up to ten (10) days per year of accumulated and unused sick leave to the District's certificated Catastrophic Leave Bank. Donated days are irrevocable and cannot be taken back by the donating member.

Days shall be donated to the bank and not to or for a specific employee and shall be withdrawn from the bank without regard to the daily rate of the Catastrophic Leave Bank participant.

Employees will be provided a catastrophic leave donation form at the beginning of each school year. If all days in the bank are used and a need still exists, employees may donate days throughout the school year.

Participation in the Catastrophic Leave bank is voluntary. Any regular certificated employee, not on a leave of absence, shall be eligible to participate. Donations of less than one day will not be accepted.

A catastrophic illness shall be defined as an illness or injury that is expected to incapacitate the employee or a member of the employee's immediate family for an extended period of time, requires the employee to take time off work for an extended period of time, and taking the time off work creates a financial hardship for the employee because he/she has exhausted all sick leave and other paid time off. Maternity and/or child care leaves are not considered catastrophic unless they fall into the above definition. "Immediate family" shall be defined per Article 3.3 of the Negotiated Agreement between the District and GTA.

A person may request catastrophic leave days as follows:

- The employee or immediate family member has suffered a life-threatening or catastrophic illness and has exhausted all paid leaves.
- Each request shall be made at a maximum of twenty (20) day increments. An employee will not be allowed more than fifty (50) full days or 100 one-half days of catastrophic leave per year. All requests shall be in full days; no partial days shall be allowed.
- The employee shall provide verification from a medical doctor upon request for the need to use days from the catastrophic leave bank.
- The employee must have exhausted all accrued paid leave credit.

The use of catastrophic leave days shall be used in conjunction with disability pay of 50% for 100 days. During these 100 days, only 50% of a day will be deducted from the bank for each day of the employee's absence.

**REQUEST TO UTILIZE DAYS FROM
CERTIFICATED CATASTROPHIC LEAVE BANK**

1. Employee Name (please print): _____

2. Nature of Need: (i.e., employee or immediate family member has suffered a life-threatening or catastrophic illness)

3. Number of Days Requested: _____

Note -- Each request cannot exceed 20 days and the request cannot include partial days. An employee must reapply if the need exceeds 20 days. The maximum allowable usage is fifty (50) full days per year which may be prorated at 100 days at ½ pay if used in conjunction with disability pay.

4. Expected dates of Catastrophic Leave bank usage:

From _____ To _____

5. The employee shall provide verification from a medical doctor, upon request, to support the need to utilize days from the Catastrophic Leave bank.

6. In order to utilize days from the Catastrophic Leave bank, the employee must have exhausted all accrued paid leave credit.

I understand and agree to the above requirements for the utilization of days from the Catastrophic Leave bank.

Employee signature: _____ Date: _____

Please Return to Personnel Services