

Policy 4161.9: Catastrophic Leave Program **Status: ADOPTED**

Original Adopted Date: 03/01/1992 | **Last Revised Date:** 05/01/2018 | **Last Reviewed Date:** 05/01/2018

The Governing Board recognizes that district employees may desire to assist other employees who have an urgent need for a leave of absence but do not have sufficient accrued leave to cover their absence. The Superintendent or designee shall establish a catastrophic leave program by which employees may donate accrued vacation and/or sick leave credits, which shall be placed into a pool for use by eligible employees.

Donations made under the catastrophic leave program shall be strictly voluntary.

The district's policy and procedures regarding catastrophic leave shall be included in the employee handbook. The Superintendent or designee may notify employees annually, or more frequently if the need arises, of the process for donating leave for this purpose.

An employee may apply to use donated leave credits in accordance with the accompanying administrative regulation when he/she has exhausted all applicable paid leaves of absence and a catastrophic illness or injury incapacitates the employee or a member of his/her family for an extended period of time. (Education Code 44043.5)

State	Description
Ed. Code 44043.5	<u>Catastrophic leave</u>
Ed. Code 44977	<u>Salary schedule for substitute employees</u>
Ed. Code 44978	<u>Sick leave; certificated employees</u>
Ed. Code 44983	<u>Compensation during leave; certificated employees</u>
Ed. Code 45190-45191	<u>Sick leave and vacation; classified employees</u>
Ed. Code 45196	<u>Salary deductions during sick leave; classified employees</u>
Lab. Code 245-249	<u>Healthy Workplaces, Healthy Families Act of 2014</u>
Management Resources	Description
Website	<u>CSBA District and County Office of Education Legal Services</u>

Code	Description
4112.42	<u>Drug And Alcohol Testing For School Bus Drivers</u>
4112.42	<u>Drug And Alcohol Testing For School Bus Drivers</u>
4157.1	<u>Work-Related Injuries</u>
4159	<u>Employee Assistance Programs</u>
4161	<u>Leaves</u>
4161	<u>Leaves</u>
4161.1	<u>Personal Illness/Injury Leave</u>
4161.8	<u>Family Care And Medical Leave</u>
4212.42	<u>Drug And Alcohol Testing For School Bus Drivers</u>
4212.42	<u>Drug And Alcohol Testing For School Bus Drivers</u>
4257.1	<u>Work-Related Injuries</u>
4259	<u>Employee Assistance Programs</u>
4261	<u>Leaves</u>
4261	<u>Leaves</u>
4261.1	<u>Personal Illness/Injury Leave</u>
4261.8	<u>Family Care And Medical Leave</u>

4312.42	<u>Drug And Alcohol Testing For School Bus Drivers</u>
4312.42	<u>Drug And Alcohol Testing For School Bus Drivers</u>
4357.1	<u>Work-Related Injuries</u>
4359	<u>Employee Assistance Programs</u>
4361	<u>Leaves</u>
4361	<u>Leaves</u>
4361.1	<u>Personal Illness/Injury Leave</u>
4361.8	<u>Family Care And Medical Leave</u>