

University Enterprises, Inc. Policies and Procedures	Policy No. 540
Section:	Human Resources
Policy:	Catastrophic Leave Program
Revised Date:	March 21, 2013

Catastrophic Leave Program

I. PURPOSE

To enable employees to donate their vacation or sick leave to another employee who has a catastrophic illness or injury which has totally incapacitated the employee from work.

II. SCOPE

This policy applies to all regular University Enterprises, Inc. (UEI) employees except as prohibited by law or contract.

III. POLICY

Regular employees may voluntarily donate vacation or sick leave credits to another employee who has exhausted his or her accrued sick leave, vacation and personal leave. Such donated vacation or sick leave credits may be used to cover the employee's absence due to a catastrophic illness or injury, defined as a serious and debilitating non-industrial illness or injury to the employee. Vacation or sick leave can be donated to an employee to cover time away to care for a family member with an illness or injury that is deemed catastrophic.

The provisions of this policy may also include cases in which an employee is required to take time off for an extended period of time in order to care for a member of his or her immediate family, the employee's spouse, domestic partner as defined by California law, children, parents, siblings, in-laws, legal guardians, grandparents, grandchildren, or members of immediate household. University Enterprises, Inc. may require certification of the family member's illness from a physician. The employee must have exhausted all of his or her accrued vacation and/or sick leave credits and have applied for State Disability Insurance (SDI) or Paid Family Leave (PFL) benefits to be eligible. University Enterprises, Inc. employees may donate sick leave and/or vacation credits for this purpose.

IV. PROCEDURE AND RESPONSIBILITIES

- A. To be eligible to receive donated sick leave or vacation, the recipient employee must have maintained a satisfactory record of employment with UEI for a minimum of one year and be medically certified to be disabled and away from work at least seven calendar days.
- B. The employee requesting donated time, must apply for State Disability Insurance (SDI) or Paid Family Leave (PFL) benefits, if eligible.
- C. Donated credits will be used to supplement State Disability Insurance (SDI) or Paid Family Leave (PFL) benefits up to the employee's regular hours and wages.
- D. The Director, Human Resources or designee shall determine an employee's eligibility to receive credits.
- E. Upon authorization, employees will be provided an opportunity to donate vacation or sick leave credits. No more than one solicitation per eligible employee per occurrence shall be allowed.

- F. The supervisor of the employee must present, to Human Resources, the employee's request for a solicitation. The request should state the reason and expected length of the leave. Human Resources will notify UEI employees of the solicitation.

An employee may elect to voluntarily donate a minimum of four hours, but no more than 16 hours of his or her accrued vacation or sick leave in response to an authorized solicitation. The employee may not revoke the donation once the amount has been transferred.

- G. The total amount of leave credits donated and used may not exceed an amount sufficient to ensure the continuance of the employee's regular monthly rate of compensation, for a period of up to three months. An additional three-month period may be approved in exceptional cases.
- H. If a recipient employee recovers early and returns to full-time active status, the remaining balance of donated time shall be returned to donors on a prorated basis.

V. RELATED POLICIES

- Policy No. 505 Vacation
Policy No. 515 Sick Leave
Policy No. 550 Disability Leaves of Absence