

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

HUMAN RESOURCES

Chapter 7

Catastrophic Leave Procedures

7345(a)

The district wishes to establish procedures for providing a catastrophic leave program for employees in accordance with provisions of Education Code Section 87045.

The district wishes to allow employees to donate sick leave or vacation leave days as the need for catastrophic leave exists and desire to donate occurs.

Catastrophic leave may be granted for an employee illness or for the illness of a member of the immediate family for whom the employee is responsible provided the taking of leave by an employee to care for a family member would be a hardship for the employee.

To be eligible for catastrophic leave, an employee must have used all available sick and/or vacation leave.

Whenever possible, requests by employees to obtain catastrophic leave shall be submitted to the Office of Human Resources prior to the commencement of the leave. If advance submission of a request is not possible, then a request should be submitted as soon as possible by someone representing the employee.

Requests for catastrophic leave must be accompanied by a doctor's note describing the medical condition and the nature and anticipated duration of the leave period required.

When the Office of Human Resources has deemed that there is a valid need for catastrophic leave, employees will be notified by Human Resources that a need for donations exists for a specific employee.

Donations must be made on the approved district donation form and will be credited to the employee who requires the catastrophic leave in the order that the donations are received in the Office of Human Resources.

Donations must be made in increments of eight hours.

No employee may donate days which would reduce his/her sick days below twenty (20) days.

Any unused donations will be returned to the donor.

The maximum duration of any catastrophic leave period will be twelve months.

Procedure adopted 5/6/03