

The Catastrophic Leave Donation (CLD) Program allows for the donation and receipt of vacation and sick leave credits between eligible University employees, regardless of bargaining unit. The purpose of the Catastrophic Leave Donation Program is to supplement Non-Industrial Disability Insurance (NDI) and/or Family and Medical Leave benefits. Any employee with a serious health condition (his/her own or that of his/her spouse, domestic partner, parent or child) should consult with a Benefits Services Representative to review options and leave conditions. To make an appointment, call 408-924-2250

This information sheet is a summary of the Catastrophic Leave Donation Program. There are specifics that may not apply to the majority of employees and have not been addressed in this document. When the CLD procedures are in conflict with the collective bargaining agreement, the collective bargaining agreement shall take precedence. If you need additional information or have questions regarding your specific situation, contact Benefits Services at 408-924-2250.

I. DEFINITION OF CATASTROPHIC ILLNESS OR INJURY

A catastrophic illness/injury is one that has totally incapacitated the employee from work. Generally, if medical substantiation indicates that the condition causes inability to work for an extended period of time, the condition may be considered catastrophic. Conditions that are short-term in nature (e.g. flu, measles, common illnesses, common injuries, etc.) are not considered catastrophic. Generally speaking, chronic illnesses or injuries must be considered both long-term in nature and require long-term recuperation periods. Each situation is determined on a case-by-case basis.

II. ELIGIBILITY

The total donated leave credit shall normally not exceed three calendar months, calculated from the first day of CLD use. An additional three-month period may be approved for exceptional cases.

A. Employee Illness

An employee who accrues vacation and/or sick leave may receive sick leave or vacation donations if he or she:

- has experienced a catastrophic illness
- has exhausted all leave credits normally available to cover the required absence from work.
- is totally incapacitated from work.

B. Family Care

CLD may be used in cases when an employee must take an extended period of time off from work to care for an incapacitated member of his/her immediate family.

- Eligible employees must exhaust all accrued leave credits and sick leave allowed for family care (see respective collective bargaining unit agreement for limitations on sick leave use for family care).

- An immediate family member is defined in the sick leave provisions of the collective bargaining agreement covering the recipient employee.
- Only vacation credits may be donated for use in CLD cases associated with family care.
- Academic employees who do not accrue vacation may receive donated vacation credits for family

III. PROCESS

A. Apply to Solicit Donations for the CLD Program

An employee who wishes to receive donations must be on approved leave and submit the following two items to the appropriate administrator

1. Request to Participate in the Catastrophic Leave Program form

The employee or the employee's designee (e.g., union representative, a manager/supervisor, a co-worker or family member) must submit a written request for authorization to solicit Catastrophic Leave Donations to Benefits Services. The Request to Participate in the Catastrophic Leave Program form (attached) may be used to request approval.

2. Medical Certification form

Substantiation from the employee's or family member's treating physician must accompany the request for participation. The medical certification should indicate that the illness/injury is catastrophic, the extent of the disability, and anticipated/projected length of absence. The Medical Certification form utilized for approved Family Medical Leave satisfies this requirement.

B. Solicit Donations

Benefits Services will:

- Review the request submitted and contact the applicant and solicitor and inform them of the approval or denial of the request to participate in the program.
- Upon approval, prepare master copy of CAT Leave Donation form and send it to the solicitor with instructions to copy and distribute.

If approved, the Employee of Employee's Designee will:

- Distribute the Catastrophic Leave Donation forms to employees
- Gather the forms and tally the ours donated
- Send the forms in a complete package to Benefits Services in Human Resources.
- Exercise discretion in making solicitations to the campus on behalf of an employee. The designee should ensure that he/she understands the employee's preferences.

C. Donations

- Employees wishing to donate leave credits may do so by completing a Catastrophic Leave Donation form and returning it to the designated solicitor.
- Any employee who accrues sick leave and/or vacation may donate leave credits to any other employee, regardless of bargaining unit representation
- Only sick leave or vacation credits may be donated; no other leave credits may be donated.

- For Catastrophic Leave related to family care, only vacation credits may be donated.
- Eligible employees may donate increments of one hour or more. Maximum donation amounts for the fiscal year are specified in the respective collective bargaining agreements.
- Leave credits will be deemed donated when the donation is pledged; credits will be formally “subtracted” from the donor’s accruals the month the credits are actually used by the recipient.
- Donations are irrevocable. Donated CAT leave that has not been applied as of the recipient’s last day of need will be returned to the donor.
- A donation form received in excess of what is needed will be returned to the employee making the donation. The donor may complete a new Catastrophic Leave Donation form for another Catastrophic Leave recipient if he/she wishes.

IV. ADDITIONAL INFORMATION

A. Use of Donated Leave Credits

- CLD is used to bring the employee’s salary up to full pay. In no case may an employee receive more than full pay because of leave donations.
- Employees continue to accrue leave (sick and/or vacation) credits while on Catastrophic Leave. Accruals must be used as they are earned before any donated leave is used.
- Donated leave may not be used beyond the expiration date of a temporary appointment.
- If necessary to ensure that funds are available for the employee on payday, Payroll Services will cancel direct deposit and request a Revolving Fund check.
- Checks are mailed to the employee unless the employee makes prior arrangements with Payroll Services regarding the disbursement of pay.

B. Service Credit, Seniority Points, Salary Increases, and Permanent Status

- Once donated, leave credits have been transferred to the employee and they belong to the recipient who receives pay as though using his/her own sick leave credits. The same deductions taken from regular pay will continue on Catastrophic Leave, including voluntary deductions, provided enough pay has been generated by donated leave credits to cover them.
- Donated leave credits may not be used to receive service credit following a service or disability retirement.
- Retirement service credit and service credit toward service-based salary increases are calculated for qualifying pay periods as though the employee received regular pay.
- Donated time counts towards seniority points just as regularly accrued leave.
- Recipient employees continue to accrue sick leave and vacation at the normal rate. Each month the employee continues Catastrophic Leave, accrued sick leave and vacation are used before donated leave.

V. ATTACHMENTS

See the [All Forms](#) page for
Participate in the Catastrophic Leave Donation Program
Medical Certification form

VI. REFERENCE

10/21/92 HR/Benefits 6600;92-19 Catastrophic Leave Program