

Instructions

Read the guidelines and FAQ's (Page 2). The employee will sign and date the request, indicating the nature of the CLDP participation request. The form is to be faxed to (408) 924-1701.

Employee & Designee Information	
Employee Name:	Employee ID (required):
Department/College Name:	
Mailing Address While on Leave:	Campus Phone:
	Home Phone:
Name and relationship of family member, if applicable, for family care:	
Nature of CLDP Request:	
<p>I would like to participate as a recipient in the CSU Catastrophic Leave Donation Program for:</p> <p><input type="checkbox"/> Own catastrophic illness or injury (applies to continuous or intermittent leaves)</p> <p><input type="checkbox"/> For an extended period of time to care for an "immediate" family member* who suffers from a catastrophic illness or injury <small>*As defined by the appropriate Collective Bargaining Agreement. (Not eligible for NDI)</small></p>	
<p>Requirements:</p> <ul style="list-style-type: none"> • Be eligible to accrue vacations and/or sick leave • Be on an approved leave of absence under FML, NDI, or ADA • Provide a medical certification, including an estimated return-to-work date to the Leave Program Manager • Exhaust all allowed paid leave credits • Apply for Non-Industrial Disability Insurance (NDI) if I am absent for my own illness 	
<p>Duration:</p> <p>Once all of the employee's leave credits have been exhausted, he/she may request participation in the CLDP program for up to three (3) months. The Leave Program Manager will review the request to determine approval. In exceptional circumstances, influenced by the severity of the illness or injury, the employee may provide a written request for an additional three (3) months participation. The maximum participation in the CLDP program is six (6) months.</p> <p><i>Note:</i> If eligible for NDI, the NDI benefit maximum is approximately six (6) months with physician's approval and authorization by the Employment Development Department (EDD).</p>	

<p>By signing below I am requesting participation in the CLDP which will supplement any approved NDI payments if applicable. My signature authorizes the Leave Program Manager to announce my name in a monthly email as an employee requesting catastrophic leave donations from the campus. I understand only my name will be disclosed, and no other information will be available to the campus.</p>		
Employee Name:	Employee Signature:	Date:
Human Resources Only		
<input type="checkbox"/> Approved	<input type="checkbox"/> Reason for Denial:	
Signature of Leave Program Manager:		Date:

1. Who is eligible to receive Catastrophic Leave Donation Program (CLDP) benefits?

Any CSU employee who:

- Is on a qualifying and approved leave of absence (CSU FMLA, NDI, ADA, etc.);
- Is in a position that accrues sick leave and/or vacation;
- Has exhausted all accrued leave credits (including sick leave, vacation, personal holiday, and CTO);
- Has applied for Non Industrial Disability Insurance (NDI) if requesting CLDP for own injury or illness; and
- Suffers from a catastrophic illness or injury or requests time off work for an extended period to care for an “immediate” family member¹ who suffers from a catastrophic illness or injury.

¹ As defined by the appropriate Collective Bargaining Agreement.

2. What is a catastrophic illness or injury?

The Chancellor’s Office Technical Letter 92-19, negotiated bargaining unit language, and campus guidelines, respectively, define a qualifying illness or injury as one that is catastrophic in nature and totally incapacitates the employee from work. An employee’s chronic condition may also be considered catastrophic, even if the condition results in only intermittent absences. A condition which is short term in nature, such as a cold, flu or minor injury, is generally not deemed catastrophic. The campus must make a case-by case determination.

3. Who is eligible to donate leave credits?

Any SJSU employee who accrues vacation and/or sick leave may voluntarily donate the designated amount of credits per fiscal year (July 1 through June 30) to any eligible employees on the SJSU campus, regardless of bargaining unit or employee category. Auxiliary employees are not eligible to donate leave credits to SJSU employees.

4. How does being on CLDP benefits effect service credit?

Retirement service credit and service credit toward miscellaneous salary increases are calculated for qualifying pay periods as though the employee were receiving regular pay. Donated time counts toward seniority points just as the use of regularly accrued leave. Employees continue to accrue sick leave and vacation at the normal rate. Each month the employee continues receiving CLDP benefits, the accrued sick leave and vacation will be used before donated leave. If the period covered by CLDP is thirty (30) days or more during an employee’s probationary period, the probationary period will be extended by that length of time. In addition, donated time may not be used beyond a temporary employee’s appointment expiration date in effect at the beginning of the disability period.

5. How long can an employee receive CLDP benefits?

The total donated leave credits normally shall not exceed an amount necessary to continue the employee’s full salary for a period of three (3) calendar months calculated from the first day of CLDP eligibility period. The Leave Program Manager may approve an additional three (3)-month eligibility period in exceptional cases.

6. Can participants in the Faculty Early Retirement Program (FERP) donate and receive leave credits?

FERP participants who have a leave balance are eligible to donate credits at any time. This is true even during their non-work periods, if the faculty member is expected to return to work the following academic term. However, FERP participants may receive and use donations only during scheduled work periods. The 160-hour maximum accrual limit does not apply to the number of leave credits they may receive as Catastrophic Leave donations.

7. What if I do not receive enough donated leave credits to cover the disability period completely?

If there are not enough leave credits to supplement your Non Industrial Disability Insurance (NDI) benefit, you will only receive what is donated for that month in addition to the NDI benefit. If you are not enrolled in NDI, due to a family member’s illness, your leave will be unpaid.

8. Will deductions be taken from my pay?

Once the donated leave credits have been transferred to the requesting employee, they become that employee’s. Pay will issue as though the employee were using their own sick leave credits. The same deductions taken from the employee’s regular pay will continue while receiving CLDP benefits. This includes voluntary deductions, provided enough pay has been generated by donated leave credits to cover them.