

**APPENDIX F**

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
CATASTROPHIC ILLNESS/INJURY LEAVE DONATION PLAN**

Individual Solicitation or

Leave Bank Request

## **About the Plan**

The purpose of this plan is to permit employees of the District to donate eligible credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury. The intent is:

1. To ensure that the employee continues to receive medical benefits during the recovery period.
2. To enable the employee to continue receiving their regular salary.

TO BEGIN THE PROCESS, a letter of request and medical verification must be sent to the Director of Human Resources. Assuming all other conditions are met, the Director will initiate the “Call for Donated Leave” or the CII Committee will approve Leave Bank donations.

## **Guidelines for Donating Days**

1. Any employee may donate accumulated leave but **MUST** retain no fewer than 30 days of sick leave on record.
2. You may donate accumulated vacation days with no restrictions.
3. All days donated are irrevocable. Once you donate them, they are gone forever.
4. Any unused donated days will revert to the Leave Bank for use by other catastrophically ill or injured employees who request and are approved to use days from this bank.
5. Donated sick leave or vacation days are charged on the basis of day-to-day regardless of the classification and/or salary of the donee or the donor.

### **The Employee suffering from a catastrophic illness or injury**

1. Must have used all available forms of leave (sick leave or vacation).
2. Is incapacitated or absent for an extended period of time no fewer than 30 consecutive calendar days.
3. Must submit a letter to the Director of Human Resources requesting “Call for Donations.” Someone authorized other than the donee may request donated days.
4. Must submit medical verification to the Director of Human Resources. The District may require additional medical verification from a physician selected by the District and at the expense of the District.
5. As required in Ed Code 87045, the District determines that the employee is unable to work due to the catastrophic illness or injury.
6. May use donated days as half or whole days and may be used retroactively.

There are two choices on how to use donated days.

1. Half day worked plus half day donated leave equals a portion of or full pay.
  2. Half day leave only resulting in full health benefits coverage and a portion of or half pay.
7. Must use all donated leave within a 12-month period after the donation. Leave days will be placed in a special donated leave account for up to one year. If the employee returns to work and has a reoccurrence of the same or related catastrophic illness or injury, after using any accumulated vacation or sick leave accrued days, previously donated leave days may be used. After one year, and in

unusual circumstances, the CII Committee may consider a request to extend the period of up to one additional year.

8. If no reoccurrence of the catastrophic illness or injury occurs within one year of the date returned to work, the unused donated days will revert to the District's Leave Bank.

9. Pledged donated days may be used only for the specified catastrophic illness or injury. A different catastrophic illness or injury must be handled as a separate or second incident.

10. NOT COVERED: Stress related illness; elective surgery, normal pregnancy, worker's compensation claims; disabilities resulting from alcoholism or drug addiction unless the drugs are administered by a physician; intentionally self inflicted injuries; pre-existing physical maladies or normal illness such as colds, flu, allergies, headaches, etc.

### **Leave Bank**

1. The District annually or as needed, will promote a "Call for Donated Leave" for the Leave Bank. In addition, the District will give each employee who terminates, resigns or retires, an opportunity to donate unused vacation or sick leave to the Leave Bank.

2. Unused donated days reverting to the Leave Bank or days specifically donated to the Leave Bank make up the Leave Bank.

3. Requests for Leave Bank days are subject to availability. The District is not responsible for filling requests from the Leave Bank if no days are available.

4. It is the responsibility of the employee or the employee's authorized person making the request to submit sufficient information or explanations to the CII Committee for approval. Insufficient information will be grounds for denial.

**Definitions:**

**Catastrophic Illness or Injury:** As defined in Ed Code 87045, a catastrophic illness or injury is one that is expected to incapacitate the employee for an extended period of time or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all sick leave and other paid time off. Examples include life threatening injury or illness; cancer, AIDS, heart surgery, stroke, etc.

**CII Committee:** The Catastrophic Illness/Injury Committee is comprised of representatives from the Federation (1), ECCE (1), POA (1) and Management (1) and is chaired by the Director of Human Resources or Designee as a non-voting member.

**Call of Donations:** The District will solicit requests for donations for either individual or Leave Bank Requests.

**Duration:** Per Ed Code 87045, all donated leave is available for a maximum of 12 months.

**Eligible Leave Credits:** Vacation leave or sick leave accredited to the donating employee.

**Extension:** In unusual circumstances and upon request an additional 1 year of leave donations may be considered.

**Grievances:** Nothing in this plan is grievable.

**Individual Requests:** Employees meeting conditions of this plan may request donations from the general employee population.

**Irrevocability:** Once leave is donated, the donor cannot retrieve any portion of the donated leave.

**Leave:** Vacation or sick leave accrued to the donating employee. A donating employee must retain no fewer than 30 days of sick leave on record to be eligible to donate sick leave days.

**Leave Bank:** Unused donated days or days specifically donated to a general account. The Leave Bank permits those employees who do not wish to request individual donations to do so privately and anonymously.

**Medical Determination:** Ed Code 87045 requires medical verification of catastrophic illness or injury from a physician.

**Medical Verification:** Ed Code 87045 requires that the District determine that the employee is unable to work due to a catastrophic illness or injury.

**Requests:** Ed Code 87045 specifies that an employee who is suffering from a catastrophic illness or injury must request that eligible vacation or sick leave be donated. Donations cannot be accepted or approved without this request.