

Personnel

AR 4161.9(a)
4261.9
4361.9

CATASTROPHIC LEAVE PROGRAM

Donations to Catastrophic Leave Program

An employee who chooses to donate accrued vacation and/or sick leave credits to the district's catastrophic leave program shall provide written notice to the Superintendent or designee of the amount and type of leave they wish to donate. The Superintendent or designee shall review the donor's available leave and transfer the leave credits to a district pool of leave credits designated for this purpose.

Donations shall be at a minimum of eight hours, and in hour increments thereafter. (Education Code 44043.5)

All transfers of eligible leave credit shall be irrevocable. (Education Code 44043.5)

Employees should be cautious in making large donations of leave that they may need for their own use in the future.

The Superintendent or designee shall ensure that all donations are confidential.

The District will donate 20 days (160 hours) annually to the catastrophic leave program's pool.

Requests for Catastrophic Leave

A full-time or part-time employee may apply to the Superintendent or designee to use paid leave from the catastrophic leave program if the employee earns paid time off but has exhausted all their accrued paid leave and needs to take time off from work for an extended period of time due to the employee's or a family member's catastrophic illness or injury. If the employee is incapacitated, a family member or caretaker may apply on his/her behalf.

The employee shall provide verification of the illness or injury. (Education Code 44043.5)

Verification shall be made by means of a letter, dated and signed by the individual's health care provider, indicating the incapacitating nature and probable duration of the illness or injury.

An employee may apply to receive up to 20 days of paid leave from the catastrophic leave program per school year. At the end of the 20-day period, they may apply for up to 20 days of additional leave credits.

Employees receiving compensation under worker's compensation provisions are not eligible to receive leave from the catastrophic leave program until exhausting such benefit.

AR 4161.9(b)
4261.9
4361.9

CATASTROPHIC LEAVE PROGRAM (continued)

An employee who is the recipient of donated leave credits shall use those credits within 12 consecutive months. (Education Code 44043.5)

If donated leave credits are not used by the employee within 12 consecutive months, the credits shall be returned to the pool of catastrophic leave for use by other eligible employees.

An employee who receives catastrophic leave shall use any leave credits that the employee continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 44043.5
Ed. Code 44977
Ed. Code 44978
Ed. Code 44983
Ed. Code 45190-45191
Ed. Code 45196
Lab. Code 245-249

Description

Catastrophic leave
Salary schedule for substitute employees
Sick leave, certificated employees
Compensation during leave, certificated employees
Sick leave and vacation, classified employees
Salary deductions during sick leave, classified employees
Healthy Workplaces, Healthy Families Act of 2014

Management Resources

Website

Description

CSBA District and County Office of Education Legal Services

Cross References

4112.42/4212.42/4312.42
4157.1/4257.1/4357.1
4159/4259/4359
4161/4261/4361
4161.1/4261.1/4361.1
4161.8/4261.8/4361.8

Description

Drug and Alcohol Testing for Bus Drivers
Work-Related Injuries
Employee Assistance Programs
Leaves
Personal Illness/Injury Leave
Family Care And Medical Leave

Regulation
approved: September 8, 1994
revised: March 26, 2009
revised: December 15, 2022

MURRIETA VALLEY USD
Murrieta, California