

CATASTROPHIC INJURY/ILLNESS (CII) LEAVE DONATION PLAN PROCEDURES

CERRITOS COLLEGE

INDIVIDUAL SOLICITATION OR LEAVE BANK REQUESTS

The purpose of this plan is to permit employees with a catastrophic injury or illness to solicit individual donations of vacation and/or sick leave from fellow employees. The intent is to ensure that catastrophically injured or ill employees continue in paid status for the primary purpose of maintaining medical benefits during their recovery period. The secondary purpose is to enable the employees to remain in paid status.

I. DONEE REQUIREMENTS:

1. Must exhaust all available accrued leave.
2. An employee need only contribute a minimum of eight (8) hours to the LEAVE BANK to become a participating employee. Thereafter, an employee with verified catastrophic injury/illness may receive LEAVE BANK benefits.
3. Must be incapacitated/absent for an extended period of time.
 - a. The incapacity/absence must take place on regularly assigned time. In the case of faculty, summer session and overload assignment shall not be considered regularly assigned time. In the case of 10 or 11-month classified employees, only assigned time will be considered.
 - b. The incapacity/absence must be estimated by a physician to exceed one month of regularly assigned time.
4. In the event that LEAVE BANK benefits will not cover the period of estimated incapacity/absence, the LEAVE BANK beneficiary may use donated time in partial day increments to remain in at least 50% paid status to maintain District-paid health and welfare benefits. No matter how donated time is used, benefits from the plan may not exceed 12 months.
5. Must submit medical verification. The District may require additional medical verification from a physician selected by the District at District expense.
6. Must submit a letter or form requesting LEAVE BANK benefits. An authorized person other than the donee may request donated leave.
7. Must use all donated leave within a twelve (12) consecutive month period following the donation. Leave time will be returned to the LEAVE BANK if the employee returns to work and has a reoccurrence of the same or related catastrophic injury or illness, after using any accrued vacation or sick leave, previously donated leave days may be used if the time remains available.
8. If no reoccurrence of the catastrophic injury or illness occurs within one (1) year of the date returned to work, the unused donated leave will revert to the District's LEAVE BANK.
9. Pledged donated leaves can be used only for the specified catastrophic injury or illness. A different catastrophic injury or illness must be handled as a separate or second incident.
10. As required in Education Code Section 87045, the District determines that the employee is unable to work due to the employee's catastrophic injury or illness.
11. Any employee who has suffered a catastrophic injury or illness and who has been absent for at least 30 continuous calendar days prior to the initiation of this plan (June 18, 1998), may be considered by

the C.I.I. Committee for eligibility without meeting the requirements of Sections I.2 and II.1 of this plan.

12. EXCLUSIONS: Stress-related illness; elective surgery; normal pregnancy; worker's compensation claims; disabilities resulting from alcoholism or drug addiction unless the drugs are being administered by a physician; intentionally self-inflicted injuries; or illnesses such as colds, flu, allergies, headaches, etc.

II. DONATING EMPLOYEE REQUIREMENTS:

1. Must donate a minimum of eight (8) hours initially, and in one-hour increments thereafter. May donate a maximum of forty (40) hours at any one call AND MUST retain no less than two hundred forty (240) hours of eligible leave on the record. Faculty members may not donate summer session or overload sick leave. Classified members may not donate compensatory time.
2. If eligible for vacation time, employee may donate accumulated vacation time with no restrictions.
3. LEAVE DONATIONS ARE IRREVOCABLE!! ONCE YOU DONATE, IT'S GONE FOREVER.
4. Any unused donated leave will revert to the District's LEAVE BANK for use by other catastrophically ill/injured employees who request and are approved to use leave from this bank.
5. Donated sick leave or vacation leave is charged on an hour-for-hour basis of the classification and/or salary of either the donee or the donor.

III. LEAVE BANK PROVISIONS:

In addition to the conditions specified above, the following items apply specifically to LEAVE BANK requests:

1. The District will annually, or as needed, promote a call for donations for the LEAVE | BANK.
2. Unused donated leave reverting to the LEAVE BANK and/or leave specifically donated to the LEAVE BANK makes up the LEAVE BANK.
3. Requests for leave are subject to LEAVE BANK availability. The District is not responsible for filling requests for the LEAVE BANK if leave is not available.
4. It is the responsibility of the employee or authorized person making the request to submit sufficient information or explanations to the C.I.I. Committee for approval. Insufficient information on a request will be grounds for denial.
5. Requests for use of the LEAVE BANK are to be directly submitted to the Director of Human Resources. The Director of Human Resources will review and verify the request and certify the eligibility of the employee. The Director of Human Resources will provide the C.I.I. Committee with appropriate information. The Committee will review the leave request but will not be told the name of the person making the request. Confidentiality will be upheld, and all efforts will be made to ensure the privacy of the employee making the leave request. The C.I.I. Committee will determine the result for leave requests.
6. The Payroll Department, Fiscal Services, will administer the transfer of leave and verification of balances in the LEAVE BANK.