



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Leaves - Catastrophic Leave Donation	
Department: Staff Human Resources	Reference No.:
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Web Links: CSU Leave Program Information Collective Bargaining Agreements	Expiration Date: NA

The Leave Donation Program (LDP) allows employees to donate their vacation and/or sick leave credits to other employees who have: 1) experienced a catastrophic illness or injury; 2) exhausted their own accrued leave credits, including sick leave, vacation and compensatory time off (CTO); and 3) are totally incapacitated from work.

The Leave Donation Program shall apply to all eligible temporary, probationary and permanent employees, including confidential employees and management employees covered by the Management Personnel Plan.

Based on your bargaining unit, there is a maximum donation per fiscal year

Bargaining Unit	Maximum Donation Per Fiscal Year
Unit 1 – UAPD	up to 16 hours
Unit 3 – Faculty	up to 40 hours
Unit 4 – APC	up to 40 hours
Unit 6 – SETC	up to 40 hours
Units 2,5,7,9 – CSEA	up to 40 hours
Unit 8 – SUPA	up to 16 hours
Unit 11- ASE	up to 16 hours
MPP – M80/M98	up to 40 hours
Confidential Employees – C99	up to 40 hours

Definition

A catastrophic illness/injury is one that has totally incapacitated the employee from work. Conditions that are short-term in nature (for example: flu, measles, common illnesses, common injuries, etc.) are not deemed catastrophic. Chronic illnesses or injuries that result in intermittent absences from work may be considered catastrophic (for example: cancer, AIDS, major surgery). Generally speaking, such chronic illnesses or injuries must be considered both long term in nature and require long term recuperation periods. The medical verification required should indicate a total incapacitation from work.

Catastrophic illness or injury may also include an incapacitated member of the employee's immediate family if this results in the employee being required to take time off for an extended period of time in order to care for the family member and the employee has exhausted both all of his/her accrued vacation credits and all of his/her accrued sick leave credits which may be used for family care in accordance with the appropriate collective bargaining agreement. Immediate family member shall be defined in accordance with the definition contained in the sick leave provisions of the collective bargaining agreement covering the recipient employee. Only donated vacation credits may be used for such family care catastrophic leave.

Donated leave credits may be used to supplement Industrial Disability Leave, Non-industrial Disability Leave or Temporary Disability payments from the State Compensation Insurance Fund upon the application for these benefit(s) by an eligible employee.



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The total donated leave credits shall normally not exceed three calendar months calculated from the first day of catastrophic leave. In exceptional cases, an additional three-month period may be approved.

The President has delegated authority to the Manager of Employee Relations for Faculty and the Director of Staff Human Resources for staff to review and authorize use of catastrophic leave.

To request participation:

The employee, the employee's Union representative, the employee's representative or the employee's family member shall submit a request for the employee's participation to the Dean/Director and to the Director of Personnel.

The request to the Manager of Employee Relations /Director of Staff Human Resources shall include a physician's statement indicating that the illness/injury is catastrophic, extent of disability, and anticipated/projected length of absence.

The Manager of Employee Relations/Director of Staff Human Resources shall determine eligibility.

The employee shall be counseled by the Payroll Technician regarding the disability options available to him/her.

Employees may donate leave to a specific individual by completing the solicitation form indicating the name of the individual and number of hours of sick leave or vacation to be donated. Submit the completed form to the Staff Personnel Office.

The leave shall not be deemed donated until actually transferred by the Payroll Office. Leave pledged but not used will not be forfeited by the donor. Donated leave shall be used in the order it is donated. Any employee whose donated leave was not transferred to a recipient shall have their solicitation form returned.

The provisions of this program shall be subject to the grievance procedure contained in the collective bargaining agreements.

FORMS: NA