



UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

CATASTROPHIC LEAVE SHARING PROGRAM (Revised 8/08)

The Catastrophic Leave Sharing Program provides career staff employees with an opportunity to support their colleagues who are facing a major health crisis, whether their own or that of a family member, or, member of their household. The program fosters the College's commitment to community spirit by giving employees the opportunity to voluntarily donate accrued vacation and earned compensatory time to a Catastrophic Leave Bank. Such donations ensure some salary continuation during the employee's time of need. Fellow employee(s) who have exhausted their paid leave balances and meet certain eligibility criteria, may request up to 160 hours from the Catastrophic Leave Bank. The names of all donors and recipients are confidential.

DEFINITIONS

Catastrophic Illness or Injury: An eligible employee may access the Catastrophic Leave Bank if they are facing a major health crisis or "serious health condition" as defined by the Family Medical Leave Act (FMLA). Medical certification may be required. The serious health condition must be expected to incapacitate the employee or an eligible member of the employee's family resulting in the need for the employee to take a leave of absence to care for the eligible family member.

Catastrophic Leave Bank: This is a vacation/compensatory time off leave bank in which career staff employees may voluntarily donate accrued vacation and/or earned comp time hours in full hour increments. Eligible career staff may access this leave bank as a means to maintain salary continuance when all other paid leave credit have been exhausted. Other eligibility criteria do apply.

Eligible Donating Employee: A career employee who has completed their introductory period and has a minimum of 44 hours of accrued vacation, may donate a minimum of 4 vacation hours to the Catastrophic Leave Bank. While there is no maximum allowed donation, a donor may not bring their vacation accrual balance below 40 hours as a result of donations to the Catastrophic Leave Bank. An employee who has reached their maximum vacation accrual may not donate hours above the maximum. Employees may not donate hours not yet accrued. An employee may also donate earned comp time hours. There is no minimum or maximum number of comp time hours that may be donated and earned comp time may be reduced to as low as zero via donations if the employee chooses. In order to donate leave hours, an eligible employee must fill out a Catastrophic Leave Sharing Program Donation Form available in Human Resources.

Eligible Receiving Employee: A career employee who has passed their introductory period and has exhausted all leave credits, i.e. sick leave, vacation, compensatory time-

off, holiday credit and personal holiday, may access the Catastrophic Leave Bank if they either need additional paid hours to complete their waiting period for the Employee Paid Disability Plan or the Employee Paid Disability Plan is not applicable, i.e. serious health condition of a family member. This program may not be used to supplement disability payments. Employees wishing to access this program must fill out an Employee Request for Catastrophic Leave Sharing Program Participation form available in Human Resources.

Eligible Family Member: Eligible family members include the employee's spouse, domestic partner, parent, child, sibling, grandparent or grandchild; in laws and step-relatives in these relationships; any other person residing in the employee's household for whom there is a personal obligation.

Donation: The donation is of accrued vacation leave and compensatory time only and is completely voluntary. The donations of vacation hours must be a minimum of 4 hours in full hour increments. The donations of comp time hours may be as little as 1 hour in full hour increments and as much as an employee's total earned comp time at the time of donation. The donors are anonymous and the recipients are confidential. The recipients may receive only the number of hours needed to either cover the disability waiting period or (when the Employee Paid Disability Plan is not applicable) the leave of absence, up to 160 hours.