

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL POLICY**

Subject: Catastrophic Leave Program

References: CSU Catastrophic Leave Program

Definitions:

- a. **Catastrophic Illness or Injury** – An illness or injury that is life threatening or physically debilitating, requiring that an employee be absent from work when the employee has exhausted all paid leave credits.
- b. **Recipient** – An employee with a catastrophic illness or injury, who is eligible to receive catastrophic leave donations, and who has exhausted all paid leave credits.
- c. **Donor** – An employee who donates their leave credits to an employee who is on catastrophic leave.
- d. **Paid Leave Credits** – Accrued sick leave, vacation and personal holiday credits.

Policy: A University Student Union (USU) regular employees may donate accrued sick, vacation or personal holiday leave credits to another USU regular employee who has exhausted his/her accrued sick, vacation and personal holiday credits. Donated credits will be used to cover the employee's absence due to a catastrophic non-work related or work related illness/injury that has totally incapacitated the employee from work.

To be eligible to request catastrophic leave donations, a USU regular employee must have 12 months of continuous service to the USU and have exhausted all accumulated sick, vacation and personal holiday credits, OR be a USU regular employee with less than 12 months of continuous service to the USU, having directly transferred his/her employment to the USU from the University.

An employee requesting participation must be totally incapacitated from illness/injury expected to last more than 15 calendar days. Verification from a physician must be provided. Conditions that are short term in nature such as colds, flu, or minor injuries are not considered catastrophic.

The Catastrophic Leave Program includes incapacitating conditions of immediate family members when the employee must take an extended period of time off work to care for the family member. Verification from a

physician must be provided. Conditions that are short term in nature such as colds, flu, or minor injuries are not considered catastrophic.

Requests for donations will be reviewed and approved on a case-by-case basis by the USU Executive Director/designee.

Regular employees may donate up to 40 hours/per donation request per year of accrued sick, vacation or personal holiday leave credits to another USU employee who has exhausted his/her accumulated sick, vacation and personal holiday credits by completing a Catastrophic Leave Employee Donation form.

Donations of leave credits will be accepted and used on a first come, first used basis and documented on the USU Bi-Weekly Absence/Overtime Report.

Donations of leave credits are irrevocable once posted to the donor's leave record.

Leave credit donations will be made anonymously.

When a donor resigns or is dismissed, any unused sick, vacation or personal holiday credits are removed from the list after the donor's last day of work.

Procedure:

- a. An employee requesting participation must request a formal leave of absence from employment.
- b. An employee or representative of the requesting participant must complete the Catastrophic Leave Donation Request form.
- c. Human Resources will coordinate all requests for donations.
- d. Donations of leave credits not used will be retained by the donating employee.

Recommended by the Personnel Committee on May 11, 2011.

Approved by the Board of Directors at its regular meeting on June 13, 2011