

**PALOMAR COLLEGE  
CATASTROPHIC ILLNESS LEAVE POLICY  
FOR  
ADMINISTRATIVE ASSOCIATION MEMBERS**

**Purpose**

The purpose of this proposal is to provide an additional resource for Palomar College administrative association employees faced with either their own serious illness or the serious illness of an immediate family member.

**Basic Provisions**

- The following provisions apply to the Catastrophic Illness Leave (CIL) bank available to administrative association staff.
- Any administrative association employee (excluding temporary replacements who have not completed the employment probationary period) with a balance of eligible leave credits of 160 hours or more after such donation, may donate hours to the bank, up to but not over 240 hours per year. “Eligible leave credits” means vacation leave and sick leave accrued to the donating employee.
- Any administrative association member (excluding temporary replacements who have not completed the employment probationary period) may receive leave credits from the bank when approved in accordance with the required provisions.
- There will be no attempt to evaluate an hour donated or received on the basis of the pay rate of the donor or the recipient.

**Review and Oversight**

- Applications for catastrophic illness leave will be reviewed by a task force comprised of two members appointed by the Administrative Association and a facilitator from Human Resource Services.
- The task force will recommend approval of catastrophic illness leave (CIL) to an employee only in cases of catastrophic illness or injury.

Catastrophic illness or injury means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee’s immediate family, requiring the employee to take time off from work for an extended period of time to care for the family member, and taking extended time off from work creates a financial hardship for the employee because he or she has exhausted all his/her sick leave and other paid time off. Immediate family members are defined in the proposal to include only: spouse, children or legal dependents.

The applicant (or his/her agent) for CIL must submit a request in writing. All requests must be accompanied by a physician's statement which verifies catastrophic illness or injury (as defined above) of the employee or employee's immediate family member.

- The (CIL) task force will be guided by the physician's statement and the applicant's request in determining the number of hours to be awarded to the applicant from the bank.
- Every attempt will be made to protect the privacy of the applicant.

### **Establishing the Bank and Collection Deposits**

- There will be an initial call from the Administrative Association for donations to establish the bank.
- There will be subsequent regular, periodic calls for donations.
- There will be calls for donations when the bank balance falls below 720 hours. (Payroll Services will notify Human Resource Services [HRS] when the balance falls below 720 hours and HRS will notify the Administrative Association to send out a call for donations.)
- Donations from those eligible to donate will be accepted at any time.

### **Eligibility Requirements**

- Applicants must be administrative association employees (excluding temporary replacements who have not completed the employment probationary period) of Palomar Community College District.
- Applicants must have exhausted all accrued full-pay leave credits. If an applicant is eligible for extended sick leave (half pay for classified administrative association employees), the leave drawn from the bank will be prorated to bring the employee up to, but not over, his/her base salary excluding any premium compensation such as stipends or differentials.
- Since there are no separate budgetary provisions to pay for replacements, individual departments are responsible for back filling or covering the absence of administrative association employees on catastrophic illness leave from their allocation of personnel and/or discretionary budget allocations.
- Applicants receiving any other disability compensation (LTD, Workers' Compensation) may not concurrently receive CIL.

### **Length of Leave**

- The maximum length of CIL is a total of 720 hours including those which utilize extended leave (see above note on prorated leave).
- The CIL task force will approve allotments not to exceed 240 hours at a time. A new request must be submitted to the CIL task force for hours in excess of 240 hours.

### **Application Process**

- A written application for Catastrophic Leave must be submitted to Human Resource Services.
- The application must be accompanied by a physician's statement that documents that a serious illness exists, and estimates the length of the illness.

### **Donation Process**

- A written donation form must be submitted and signed by the donor.
- Donation forms must be submitted to the Human Resource Services.
- Once leave is donated, it becomes the property of the bank until the CIL task force authorizes its allocation to an applicant. *Donation is completely voluntary. Employees are cautioned to consider their own present and future needs when determining how many hours to donate.*

### **Termination of Catastrophic Leave**

CIL leave terminates when:

- The recipient receives any type of disability pay (LTD, Workers' Compensation).
- The recipient terminates employment with the District.
- The need no longer exists (based on physician's recommendation).
- The bank runs out of hours.
- Total number of hours requested and granted exceeds 720 hours.

**Palomar College  
Catastrophic Illness Leave Bank  
Administrative Association Donation Form**

Date: \_\_\_\_\_

I, \_\_\_\_\_  
(Print Name)

voluntarily donate \_\_\_\_\_ hours from my accumulated sick-leave balance to the Palomar College Administrative Association Catastrophic Illness Leave Bank.

*Donation is completely voluntary. Administrative Association employees are cautioned to consider their own present and future needs when determining how many hours to donate.*

I have reserved at least 160 hours for myself after this donation, and I am contributing fewer than 240 hours per year.

I understand that once leave is donated, it becomes the property of the bank until the CIL task force authorizes its allocation to an applicant.

Further, I realize that if my hire date is prior to January 1, 1990, my unused sick leave can be credited towards retirement calculation and, therefore, donating leave may reduce my final retirement allocation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SUBMIT TO: HUMAN RESOURCE SERVICES**

**Palomar College  
Catastrophic Illness Leave  
Application**

Date: \_\_\_\_\_

I, \_\_\_\_\_  
(Print Name)

request the award of \* \_\_\_\_\_ hours from the Catastrophic Leave Bank.

*Check One:*

\_\_\_\_\_ I am seriously ill.

\_\_\_\_\_ A member of my immediate family \_\_\_\_\_ (relationship)  
is seriously ill.

I have attached a physician's statement confirming that a serious illness exists and estimating the length of the illness.

I have exhausted all of my full pay vacation leave and sick leave and will not be receiving any other disability pay (LTD, Workers' Compensation) during the period I have requested leave hours from the Catastrophic Leave Bank.

\_\_\_\_\_  
Signature of Employee or Agent

\_\_\_\_\_  
Date

\*The maximum amount of Catastrophic Illness Leave is 720 hours including substitute differential leave. Leaves are approved in allotments not to exceed 240 hours at a time. A new request must be submitted for hours in excess of 240.

**SUBMIT TO: HUMAN RESOURCE SERVICES**