

Title/Subject: **SERVICE MAINTENANCE CATASTROPHIC LEAVE BANK**

Applies to:  faculty  staff  students  student employees  visitors  contractors

Effective Date of This Revision: 09/17/2004

Contact for More Information: Human Resources

Board Policy  Administrative Policy  Procedure  Guideline

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**BACKGROUND:**

The Service Maintenance Catastrophic Leave bank was established to replace ad-hoc requests and solicitations for donations of sick time to individuals in the Service Maintenance Employee Group.

**PURPOSE:**

This bank has been established so that it may provide qualifying individuals paid time off to attend to their own, or a family member's catastrophic illness.

**DEFINITIONS:**

Catastrophic Illness:

A condition qualifying for this leave is one that is a serious and catastrophic, incapacitating/debilitating physical or mental condition necessitating continuing treatment by a health care provider (HCP). Examples may include, but are not limited to cancer treatments, heart conditions, stroke or recuperation from a near fatal accident or injury.

This program covers catastrophic illnesses of the employee or their immediate family member when they require the employee's absence from work. Immediate family for purposes of this program is the same as that defined in the CMU Family Medical Leave policy.

**POLICY:**

**PROCEDURE:**

Contributions to the Catastrophic Leave (CL) Bank:

The University will request donations of vacation hours to the CL Bank twice a year (March & September) via email

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Authority: [leave blank]

History: [leave blank]

Indexed as: Enter up to eight keyword and/or phrases separated by semicolons.

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& “Inside CMU”. Employees will have two pay periods in which to donate vacation hours. Donations must be in 8 hour increments (or increments equivalent to one work day) and cannot exceed the amount of vacation time the employee has accrued. There will be no limit on the amount of time an employee may donate to the bank. All donations are final.

Eligibility for Catastrophic Leave:

Employees meeting the following criteria are eligible to apply for Catastrophic Leave:

- The employee or eligible family member, must be incapacitated for more than three (3) consecutive days and be treated by a HCP with a regiment of continuing treatment under the supervision of a HCP.
- Employees must have successfully completed twelve (12) months of employment and 1250 hours of service;
- When the illness is an illness of the employee, the employee must have exhausted all paid leave, including sick, vacation, personal, and accrued compensatory time;
- When the illness is an illness of an immediate family member, the employee must have exhausted their annual Family Sick Leave allotment, all vacation, personal and any accrued compensatory time;
- Employees who have been formally disciplined during the twelve (12) months immediately preceding application for leave are not eligible to receive time from the CL bank;
- Employees receiving workers compensation benefits, income replacement through short-term disability or long-term disability are not automatically ineligible to receive paid sick leave through this Catastrophic Leave Bank.

Administration of Catastrophic Leave:

The Catastrophic Leave Bank will be administered by a six (6) member committee consisting of three (3) representatives from the SM group, two (2) representatives from Human Resources (Employee Relations and Benefits), and one (1) representative from Payroll. The CL committee chair will be the Employee Relations representative, who will preside over committee meetings and ensure that records of leave applications and final decisions are maintained.

The CL Committee will receive and act upon all applications for catastrophic leave. The decision of the CL Committee shall be final.

- Copies of the approval or denial will be sent to payroll for processing with copies to the applicant and his/her supervisor and the benefits office;
- The committee will inform the applicant of a decision within 7-10 working days from the receipt of the application;

Compensation:

The maximum number of hours an employee may request from the Catastrophic Leave Bank is 80 (eighty) hours in a calendar year which shall be paid at the employee’s current base rate of pay and in accordance with the employee’s normal work schedule. An additional amount of up to 40 hours may be granted at the discretion of the CL committee in cases of extreme need and/or if doing so would help the employee reach disability eligibility without going into unpaid status. Hours approved are subject to the number of hours available in the leave bank and will be awarded in full day increments.

Allocations for part-time employees will be prorated based on their work schedule and the maximum allocation is pro-rated based on the percent of their appointment.

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Employees approved for leave under this policy will be considered to be in paid status. While receiving catastrophic leave, employees will continue to accrue sick and vacation hours at their established accrual rate. Employees receiving a medical release for return to work on a part-time basis (i.e. fewer hours per day or per week than the regular work schedule), may continue to use donated leave for the balance of the regular work schedule until medically released for full duty.

Guidelines:

- A Catastrophic Leave Bank Application must be completed and submitted to Human Resources, Rowe 114 within ten (10) working days of the anticipated expiration of all leave time;
- Application must be completed and signed by the employee or his/her designee, and the employee's supervisor;
- Required medical verification from the health care provider must include diagnosis, prognosis, treatment plan, nature of debilitation and anticipated duration of illness and must accompany the application;
- All applications for Serious and Catastrophic Leave, and supporting documentation, shall be kept confidential except where necessary to administer the program.
- If the employee is unable to apply on their own behalf, an application may be submitted on their behalf.