

B. PAID CATASTROPHIC LEAVE DONATION

~~If employee is on leave due to extraordinary circumstances and has exhausted his or her paid vacation leave and paid sick leave, other employees may donate their paid vacation or sick leave to assist the employee.~~

If an employee is deemed eligible for catastrophic leave, other Board employees may donate annual or sick leave to the eligible employee for use during his or her catastrophic leave period. The maximum number of hours that an employee may receive via donation for use in a calendar year for catastrophic leave is 1,040.

An employee may qualify for catastrophic leave if the employee or a member of his or her immediate family is affected by a serious illness, accident, or motor vehicle crash which is life-threatening or which requires a lengthy convalescence.

As used in this policy:

- 1. "Lengthy convalescence" means a period of disability that an attending physician expects to exceed ten (10) consecutive weeks,*
- 2. "Life threatening" means a condition which is diagnosed by a physician as creating a substantial risk of death, and*
- 3. "Immediate family" means the employee's parents, spouse, children (regardless of age), brothers, sisters, grandparents, great-grandparents, uncles, aunts, nephews, grandchildren, nieces, great-grandchildren, and stepparents. If they are living in the employee's household, it also includes the employee's father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, great-grandfather-in-law, great-grandmother-in-law, uncle-in-law, aunt-in-law, brother-in-law, sister-in-law, grandson-in-law, granddaughter-in-law, nephew-in-law, niece-in-law, great-grandson-in-law, and great-granddaughter-in-law. It also includes the employee's next of kin, if the employee is entitled to take leave pursuant to the Family and Medical Leave Act to care for a covered service member.*

In addition to the above requirements, to be eligible for catastrophic leave donations, the employee must exhaust all of his or her accrued sick leave and annual leave and receive approval from the Executive Director.

Employees choosing to donate leave to another Board employee for his or her catastrophic leave may donate annual or sick leave up to a maximum of 120 hours each calendar year. The donating employee's sick leave balance may not fall below 240 hours.

Information about leave donations is confidential. Only the updated leave balance, including any donated leave, will be provided to the Board employee receiving leave donations.