

**Human Resources**

1 **AP 7345 CATASTROPHIC ILLNESS LEAVE PROGRAM**

2 **Reference:**

3 Education Code Section 87045

4 **Catastrophic Illness Leave Program Procedures**

5 Regular, full-time District employees who have completed the probationary period may  
6 participate in the Catastrophic Illness Leave Program by donating a maximum of one day  
7 of their own accumulated sick leave balance, per academic year, to another District  
8 employee who has been diagnosed with a catastrophic illness. For the purpose of this  
9 Program, catastrophic illness is defined as a medically-diagnosed condition, as  
10 determined by a licensed medical practitioner, that is expected to incapacitate the  
11 employee for an extended period of time (at least 30 calendar days) and prevent the  
12 employee from performing his/her duties.

13 Pursuant to Education Code 87045, an employee must exhaust all accrued paid leave  
14 credits in order to be eligible for catastrophic illness leave. Accumulated and donated  
15 sick leave, extended sick leave, and long-term disability benefits are used concurrently  
16 with employee leave entitlements under the Family and Medical Leave and California  
17 Family Rights Acts. Donations of sick leave through this Program can be accepted from  
18 all regular District employee groups.

19 **PART A: PROCEDURES FOR RECIPIENTS**

20 **Step 1:** District permanent full-time employees who have been medically diagnosed with  
21 a catastrophic illness and would like to participate in this Program should contact the  
22 Office of Human Resource Services to obtain information pertaining to medical absence  
23 reporting, required documentation, procedures for use of regular and extended sick leave,  
24 and other related matters.

25 **Step 2:** The potential recipient must complete the required form titled, "Catastrophic  
26 Illness Leave Request Form" in order to request participation in this Program. The request  
27 form and information packet may be sent electronically. These materials will also  
28 available on the Human Resources Web Page, and/or can be requested from the Office  
29 of Human Resource Services.

30 **Step 3:** Once completed and signed, the Request Form is to be submitted to the Office  
31 of Human Resources. The completed form must be accompanied by written medical  
32 verification from the treating physician that documents the catastrophic nature of the  
33 employee's illness and the estimated period of absence due to the illness.

34 The completed request form and written medical verification will be reviewed by a  
35 designated Human Resources staff member to determine eligibility for participation in the  
36 Program. The requester will then be notified of his/her eligibility for Program participation.  
37 An employee may request Catastrophic Illness Leave donations once per academic year.

38 If it is determined that the illness does not qualify for participation in this Program, Human  
39 Resources staff will advise the requester about use of accumulated sick leave, extended  
40 sick leave, leaves of absence, and other applicable District benefits.

41 **Step 4:** The Office of Human Resource Services is responsible for notifying the District  
42 “community” about the “open period” for sick leave donations and the opportunity to  
43 donate sick leave to the approved requester. If the requester employee wishes to remain  
44 anonymous in announcing the request for sick leave donations, the Office of Human  
45 Resources will notify the District "community" that an employee who qualifies for sick  
46 leave donations is requesting sick leave donations. The open period for accepting sick  
47 leave donations from District employees will be ten (10) working days. The start and end  
48 dates for the open period will be determined by Human Resources and clearly stated as  
49 part of the District wide notification process.

50 **Step 5:** Recipients may accept a maximum of one hundred (100) four-hour days of  
51 donated sick leave per academic year.

52 **Step 6:** All donated sick leave that is not exhausted on or before June 30 will automatically  
53 be carried over into the new academic year, and will become part of the recipient’s new  
54 academic year sick leave beginning balance.

## 55 **PART B: PROCEDURES FOR DONORS**

56 **Step 1:** Once notice of the donation “open period” has been made by the Office of Human  
57 Resources, potential donors should request the packet of information and forms through  
58 the District Website under Human Resources **OR** call Human Resources directly to obtain  
59 a copy of the Program Procedures and the required “Catastrophic Illness Leave Donation  
60 Form.” District employees must donate **a minimum of eight hours** of sick leave during  
61 the specified “donation period.” A **maximum of eight (8) hours** of sick leave may be  
62 donated to a single recipient during an academic year. Donors may, however, donate to  
63 several different employees during the same academic year, a maximum of one day  
64 (eight hours) per year to each person.

65 **Step 2:** Once the Donation Form is completed, signed, and submitted to the Office of  
66 Human Resources, each donor’s own sick leave balance will be reviewed. In order to  
67 donate sick leave in this Program, District employees must have an accumulated sick  
68 leave balance of twenty-three (23) days at 8 hours/day of their own work days, so that  
69 they can retain at least twenty-two (22) days of sick leave after the donation is made.

70 **Step 3:** Sick leave donations will be accepted in the order received in the Office of Human  
71 Resources. Donations that are received **AFTER** the maximum of 100 four-hour days have

72 been received for the recipient, **AND/OR** those donations that are received after the close  
73 of the open period, will be returned to the donors.

74 For details concerning District leave policies, please contact staff in the Office of Human  
75 Resource Services.

76 Office of Primary Responsibility: Vice President, Human Resources

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**Date Approved: January 18, 2017**

**Date Reviewed: May 15, 2019**

*Replaces former Cerritos CCD Policy 7039*