

CALIFORNIA STATE UNIVERSITY, CHICO
Catastrophic Leave Donation Program Guidelines

Contact the CSU, Chico Disability Programs Office at 898-5436 for application materials or if this overview doesn't answer your questions about this program.

1. Who is eligible to receive Catastrophic Leave donations?

Any CSU employee who:

- ◆ is in a position that accrues sick leave and/or vacation;
- ◆ has exhausted all accrued leave credits (available sick leave, vacation, Personal Holiday, and CTO);
- ◆ suffers from a catastrophic illness or injury or
- ◆ must take time off from work for an extended period of time to care for an immediate family member¹ who suffers from a catastrophic illness or injury.

2. What is a Catastrophic Illness or Injury?

The Chancellor's Office Technical Letter 92-19, negotiated bargaining unit language, and campus guidelines, respectively, define a qualifying illness or injury as one that:

- ◆ is catastrophic in nature
- ◆ has totally incapacitated the employee from work; and
- ◆ has a duration of at least one week.

3. Who is eligible to donate leave credits?

Any CSU, Chico employee who accrues sick leave and/or vacation may donate the below-designated amount of leave credits per fiscal year (July 1 through June 30) to other eligible employees on the CSU, Chico campus, regardless of bargaining unit.

Employee Category (of donor)	Maximum Donation (hours)
Unit 1 (Physicians)	16
Units 2, 5, 7, 9 (CSEA)	40
Unit 3 (Faculty)	16
Unit 4 (Academic Support)	32
Unit 6 (Skilled Trades)	40
Unit 8 (Public Safety)	16
Executive, Managers & Confidential	40
E99 (Excluded, including TA s)	16

Associated Students employees and University Foundation employees are not eligible to donate leave credits to CSUC employees.

4. How does being on Catastrophic Leave effect service credit?

Retirement service credit and service credit toward Service-Based Salary Increases are calculated for qualifying pay periods as though the employee were receiving regular pay. Donated time counts toward seniority points just as the use of regularly accrued leave. Employees continue to accrue sick leave and vacation at the normal rate. Each month the employee continues Catastrophic Leave, the accrued sick leave and vacation will be used before donated leave. If the period covered by Cat Leave is thirty days or more during an employee's probationary period, the probationary period will be extended by that length of time. In

¹An immediate family member is defined in the sick leave provisions of the collective bargaining agreement covering the recipient employee. If an employee uses Catastrophic Leave to care for a family member, only vacation credits may be donated to that employee.

addition, donated time may not be used beyond a temporary employee's expiration date in effect at the beginning of the disability period.

5. How long can an employee be on Catastrophic Leave?

The total donated leave credits normally shall not exceed an amount necessary to continue the employee's full salary for a period of three calendar months calculated from the first day of catastrophic leave. The President may approve an additional three-month period in exceptional cases.

6. How does an employee apply for Catastrophic Leave?

An eligible employee or his or her representative should request the required paperwork from the Disability Programs Office (x5436). The paperwork includes a:

- ◆ claim form for any other disability benefit for which the employee may be eligible ²
- ◆ Request for Solicitation of Catastrophic Leave form; and
- ◆ Medical Certification form.

The Request for donated leave credits should normally occur within 30 calendar days of the onset of the catastrophic illness or injury. Exceptions beyond the 30-calendar day limit will be determined on a case-by-case basis. Such determination may require the presentation of documentation that the employee was unable to meet the required time frame.

7. What if an employee doesn't receive enough donated leave credits to cover the disability period completely?

If there are not enough donated leave credits to pay an employee full salary for the entire period of Catastrophic Leave, the leave credits may be spread out so that the monthly income is substantially the same from month to month.

8. Can participants in the Faculty Early Retirement Program (FERP) donate and receive leave credits?

FERP participants who have a leave balance are eligible to donate credits at any time. This is true even during their non-work periods, if the faculty member is expected to return to work the following academic term. However, FERP participants may receive and use donations only during scheduled work periods. The 160-hour maximum accrual limit does not apply to the number of leave credits they may receive as Catastrophic Leave donations.

9. How will my pay be issued?

Because pay does not always issue from the State Controller's Office on a timely basis, and to ensure that funds are available on payday, the Payroll Office will **cancel your direct deposit** and request a salary advance, if necessary. Depending on the timing, pay will either issue as a salary advance (based on an approximation of net pay) or as a paycheck from the State Controller's Office. Because we cannot determine ahead of time what form your pay will take, you may want to make prior arrangements with your department regarding the disbursement of your pay.

10. Will deductions be taken from my pay?

Once the donated leave credits have been transferred to the employee, they become that employee's. Pay issues as though the employee were using their own sick leave credits. The same deductions taken from the employee's regular pay will continue while on Catastrophic Leave. This includes voluntary deductions, provided enough pay has been generated by donated leave credits to cover them.

² The purpose of the Catastrophic Leave Program is to supplement whichever one of the following disability benefits the employee may be eligible: Industrial Disability leave (IDL); Non-Industrial Disability Insurance (NDI); or Temporary Disability (TD). The employee will not be allowed to waive these benefits at his or her option and still receive Catastrophic Leave Donations.