



Reference: *Education Code Section 87045;*
CSEA Collective Bargaining Agreement;
West Hills College Faculty Association/CTA/NEA Collective
Bargaining Agreement

The District has established a catastrophic leave program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of that employee's family suffers from a catastrophic illness or injury.

For the purposes of this procedure, the following terms are defined:

- "Catastrophic illness" or "catastrophic 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 family requiring the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because the employee has exhausted all of his/her/their sick leave and other paid time off.
- "Eligible leave credits" means vacation leave and sick leave accrued to the donating employee.

Eligible leave credits may be donated to an employee for a catastrophic illness or injury if all of the following requirements are met:

- The employee who is, or whose family member is, suffering from a catastrophic illness or injury requests that eligible leave credits be donated and provides verification of catastrophic injury or illness;
- The Associate Vice Chancellor of Human Resources or designee determines that the employee is unable to work due to the employee's or his/her/their family member's catastrophic illness or injury; and
- The employee has exhausted all accrued paid leave credits.

If the transfer of eligible leave credits is approved, any employee may, upon written notice, donate eligible leave credits. Limits on eligible leave credit amounts that employees may donate or receive depend on collective bargaining unit rules. For unrepresented employees, the same process applies.

Only the Associate Vice Chancellor of Human Resources or designee may make announcements seeking eligible leave credit donations for an employee or his/her/their family member's catastrophic illness or injury.

Employees who receive catastrophic leave credits will continue to use any other accumulated leave credits which may accrue to them on a periodic basis prior to using paid catastrophic leave.

The maximum amount of time for which donated leave credits may be used by a recipient may not exceed 12 consecutive months. All transfers of eligible leave credit are irrevocable. The Associate Vice Chancellor of Human Resources or designee is responsible to inform the potential donor or donors if the recipient has obtained the maximum allowable leave time or if leave time is no longer required.

Board approval date: 4/18/06
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