



Catastrophic Pay Rules and Procedures

Catastrophic Leave is accessible to all leave accruing employees as follows:

Procedure

An employee is eligible for catastrophic leave donations upon submission of the following:

1. A catastrophic Leave Request form; and
2. An approved application for a Family Medical Leave of Absence or Request for a Medical Leave of Absence.

When the HR department is in receipt of the above documentation in satisfactory form, a request for donations will be sent to the campus community. This request will remain active for a two week period. Upon completion of this two week period, if sufficient donations to cover the requested leave period have been received the employee will receive the leave donations.

If upon the completion of this two week period, the employee has not received sufficient donations to cover the requested leave period the following may occur:

1. A second request for donations will be sent to the campus community.
2. Should sufficient donations not be received to cover the requested leave period the employee may be eligible to receive matching leave from the Catastrophic Leave Bank.
3. Eligibility to receive leave from the Catastrophic Leave Bank is conditional upon:
 - A. The employee receiving at least 90% of the requested leave via donations; and
 - B. The time to be taken from the bank does not exceed 3% of the total amount of leave available in the bank.

Rule

The employee must be approved for a Family Medical Leave of Absence or a Medical Leave of Absence in order to request Catastrophic Leave Donations.

Employees must maintain a minimum accumulation of 22 days of combined sick or annual leave in order to be eligible to donate catastrophic leave to another employee.