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E-3i(33)      PROCEDURE      Benefits for Eligible Employees: Catastrophic Leave

**Section 1 - Catastrophic Leave Bank**

The catastrophic leave bank (CLB) consists of a bank of accumulated vacation and/or personal leave donated by employees to provide catastrophic leave for eligible employees.

1. Participation in the CLB is voluntary. Participation in the CLB is available to any employee with an FTE status of 0.75 or greater. Participation in the CLB is required for the employee to be eligible to use catastrophic leave.
2. Employees who wish to participate in the CLB must complete a Catastrophic Leave Bank Enrollment form during the period from May 15 to June 15 for the upcoming fiscal year starting July 1. New employees must complete a form within 30 days of hire or wait until the next May 15 period.
3. The minimum donation to the CLB shall be one day of vacation or personal leave or combination of the two. Additional donations to the CLB beyond the minimum are allowed and must be in day increments. Once vacation or personal leave has been donated to the CLB, the leave shall not be restored to the donating employee. Donated days will be deducted from the employee's leave balance on or after July 1. For new employees the deduction from leave balances will be made after an enrollment form is received.
4. A day shall be equal to eight (8) hours times the employee's full-time equivalency factor for all employees in classifications other than faculty. For employees in the faculty classification, a day shall be equal to 7 hours times the employee's full-time equivalency factor.
5. Days remaining in the CLB at the end of a fiscal year will be carried over to the next fiscal year.
6. To remain a participating member in the CLB and remain eligible for catastrophic leave, the employee must complete a Catastrophic Leave Bank Enrollment form each year during the period from May 15 to June 15 for the upcoming fiscal year starting July 1 for any year leave donations are required.
7. Once the balance in CLB reaches 600 days or more, employees who are current participants for that year will remain eligible without further donations until leave donations are again required.