
E-3i(34) PROCEDURE Benefits for Eligible Employees: Catastrophic Leave

8. Employees who are not current participants for the year the balance in the CLB reached 600 days or more will be required to donate the minimum amount for the next year or a future year to be eligible. They will then remain eligible without further donations until leave donations are again required.
9. New employees will be required to donate the minimum amount of leave to be eligible regardless of the balance in the CLB. They will then remain eligible without further donations until leave donations are again required.
10. For a fiscal year after the CLB was 600 days or greater and where the balance in the CLB drops to 200 days or less or can reasonably be expected to be 200 days or less based on expected usage, the minimum donation requirements will again be required for the next and future fiscal years until the balance in the CLB again reaches 600 days or more.
11. Under no circumstances can the CLB go negative more than 100 days. Once the CLB balance reaches a negative 100 days, no hours of catastrophic leave are available for use until the CLB bank balance is again positive.
12. Participation in the CLB will cease upon:
 - a. Termination of employment;
 - b. Death of the employee;
 - c. Failure to donate the annual required minimum day in a year that donations are required for eligibility
13. Since participation in the CLB is voluntary, by participating in the CLB the employee agrees to abide by the appeal process for CLB and catastrophic leave issues in place of the normal grievance policy. Since supervisors in the chain of command would not normally be involved in CLB issues and in the decision process to grant or deny catastrophic leave, the appeal process is agreed upon as the final process for resolving CLB and catastrophic leave issues.

Adopted Date: 12/16/2008