
E-3i(36) PROCEDURE Benefits for Eligible Employees: Catastrophic Leave

9. Conditions known to exist by the affected employee on or before the date of joining the CLB will not be covered under the provisions of the catastrophic leave policy. Provided that this paragraph shall not apply to initial enrollment at the start of the plan and shall not apply to new employees who elect to participate at their first opportunity.

10. It shall be the responsibility of all persons involved in the administration of the plan to use their best efforts to ensure that the plan is administered in a non-arbitrary and non-discriminatory manner. In the event that it is determined in connection with a judicial or administrative proceeding that the College has wrongfully denied benefits to an applicant for catastrophic leave and the College is therefore required to pay the affected employee for catastrophic leave which was wrongfully withheld, the College may deduct from the CLB the number of catastrophic leave days found to have been unlawfully withheld from the employee.

Section 3 – Applying for Catastrophic Leave

An employee or their designee must request use of catastrophic leave in writing to the Vice President for Human Resources.

1. Requests for catastrophic leave must be accompanied by a statement from the treating medical professional that includes the beginning date of the condition, a description of the illness or injury, and the expected length of time before the employee will be able to resume their job functions. All requests should also indicate the estimated number of catastrophic leave days required. The employee should also include information related to a good faith effort to qualify for long term disability insurance benefits.

2. Requests for catastrophic leave must be made by the employee or their designee no later than thirty (30) working days after all other paid leave has been exhausted.

3. The Vice President for Human Resources will render a decision to the employee or their designee within fifteen (15) working days after receipt of all information required by the request.

Adopted Date: 12/16/2008