
E-3i(37) PROCEDURE Benefits for Eligible Employees: Catastrophic Leave

4. The amount, if any, of catastrophic leave authorized for each request will be determined by the Vice President for Human Resources but cannot exceed a maximum of ninety (90) days for a given catastrophic injury or illness.
5. If the employee should return to work before the catastrophic leave hours have been expended, the unused hours will be returned to the CLB.
6. If long term disability benefits or workers' compensation benefits are paid while catastrophic leave is being used, the employee will be required to reimburse the College for any paid catastrophic leave which the employee received from the CLB that coincides with such long term disability or workers' compensation payments. Upon receipt of the refund, the College will make an appropriate adjustment to the number of days in the CLB.

Section 4 – Appeal Process for CLB and Catastrophic Leave

In the event that a participant is denied catastrophic leave or believes there has been a misapplication of the CLB or catastrophic leave policy, the employee or their designee may appeal the decision to the appeal team.

1. The appeal team will consist of a representative from:
 - a. The Vice President for Human Resource
 - b. An employee from the Administrative classification
 - c. An employee from the Professional classification
 - d. An employee from the Faculty classification
 - e. An employee from the Support Staff classification
2. Members of the appeal team shall be appointed by the College President. The representatives from the four classifications will serve a term equal to two fiscal years. Terms shall be staggered so that there are two new appointees each year. To be a member of the appeal team, the employee must be a participant in the CLB. Individuals are eligible for reappointment.

Adopted Date: 12/16/2008