



COLLEGE POLICY

PERSONNEL

TOC

E-3i(38) PROCEDURE Benefits for Eligible Employees: Catastrophic Leave

3. Formal written letters of appeal should be submitted directly to the Vice President for Human Resources within ten (10) working days of the appeal decision or misapplication of the catastrophic leave policy. A formal response to an appeal shall be issued within fifteen (15) working days of receipt and is final and binding.
4. The appeal team is not empowered to make exceptions to the CLB or catastrophic leave policy.
5. Medical information obtained in connection with an application for the use of catastrophic leave under the terms of this policy shall be collected and maintained on separate forms, in separate medical files, and will be treated as a confidential medical record, except to the extent specifically permitted by the Americans with Disabilities Act (ADA) and other applicable law. Such information may be used to determine an affected employee's eligibility for use of catastrophic leave, but shall not be used for any purpose inconsistent with ADA and other applicable laws. Any records involved will be stored in the Human Resources office but in a file separate from the employee's personnel file.
6. Each member of the appeal team shall sign a written agreement stating that they will maintain the confidentiality of all information acquired by them as a member of the appeal team. To the extent possible, members of the appeal team should not be informed of the identity of the appealing employee.

Adopted Date: 12/16/2008