

CAL POLY POMONA FOUNDATION, INC.

POLICIES AND PROCEDUES

Subject:	CATASTROPHIC LEAVE DONATION PROGRAM	Policy No.	220
Reference:	307-II-D	Date:	05/16/02
		Revision:	

PURPOSE

Under the provisions of the Catastrophic leave Donation Program, Foundation employees may donate sick leave or vacation credits to another Foundation employee on the same campus, who has exhausted his/her accrued sick and vacation credits. Donated leave credits will be used to cover the employee's absence due to a catastrophic non-work related or work related illness/injury that has totally incapacitated the employee from work.

Generally, if the medical substantiation indicates that the condition causes total incapacitation from work for more than 15 calendar days, the condition will be considered catastrophic. Conditions that are short term in nature such as colds, flu or minor injuries are not generally considered catastrophic.

This program also includes incapacitating conditions of immediate family members when the employee must take an extended period of time off work to care for the family member. "Immediate family member" shall be defined in accordance with the definition contained in the employee handbook.

Requests for participation will be reviewed on a case-by-case basis. This program is voluntary to all regular full-time benefited employees.

GUIDELINE REQUIREMENTS

ELIGIBILITY TO PARTICIPATE

1. A Foundation employee or his/her representative must request participation in writing by completing the attached Leave Donation Request Form and must provide the appropriate medical verification of the illness or injury to the Human Resource Department.
2. To be eligible for Catastrophic Leave, the following requirements must be satisfied (all forms must be submitted to Foundation Human Resources):
 - ◆ The illness or injury must be totally incapacitating and expected to last more than 15 calendar days and physician verification must be provided;
 - ◆ Employee must have at least 12 months service with the Foundation;
 - ◆ The requesting employee must have exhausted all accrued sick and vacation; and
 - ◆ The requesting employee must complete a Leave of Absence Request form.

SOLICITATION PROCEDURES:

1. The requesting Foundation employee or his/her representative must submit a Catastrophic Leave Request Form to Foundation Human Resources authorizing the Foundation to solicit the need for leave donations from eligible Foundation employees. Human Resources will verify employee's eligibility.
2. Solicitation will be through the Foundations monthly newsletter, direct contact with Foundation units and/or via email.
3. Names of all requesting employees approved to receive donations will be posted in the Foundation Human Resource Department.

HOW TO DONATE LEAVE CREDITS

1. Foundation employees may donate a maximum of thirty-two (32) hours of leave credits per fiscal year in one-hour increments. Donations are irrevocable once posted to the recipient's leave record.
2. Employees wishing to donate leave credits may do so by contacting the Foundation Human Resources at ext. 2953 or 4378 and must complete a Catastrophic Leave Donation Form.
3. Only vacation and sick leave credits may be donated.
4. Leave credits donated that are *not* used by the recipient employee will be credited back to the donating employee's leave record.

NOTIFYING EMPLOYEE OF DONATED LEAVE CREDITS

1. Once the solicitation has been completed, the requesting employee will be notified by Foundation Human Resources of the amount donated.
2. The total donated leave credits shall normally not exceed an amount necessary to continue the employee for three months, calculated from the first day of catastrophic leave. The Executive Director or his/her designee may approve an additional leave, which will be reviewed on a case-by-case basis.
3. The leave credits should not be deemed donated until actually transferred by the Foundation Payroll Department to the recipient employees leave credits.
4. Donated leave credits do not count as service credit following a service or disability retirement.

USE OF CATASTROPHIC LEAVE FOR FAMILY CARE

1. Catastrophic illness or injury leave also includes an incapacitated member of the employee's immediate family, if this results in the employee being required to take time off for an extended period of time to care for the family member. **Only vacation credits may be donated for family cares catastrophic leave.**

2. "Immediate family member" shall be defined in accordance with the definition contained in the employee handbook.
3. The requesting employee must have exhausted all of his/her vacation leave credits and allowable sick leave credits (generally 6 days per calendar year) available for family care.
4. The same procedures for request and approval of leave donations applicable to employees shall apply.

NOTE: All benefits (medical, dental, vision, etc.) will continue as long as the employee is "payroll active" or on approved FMLA/CFRA.