

#### SECTION 4.2.13: CATASTROPHIC LEAVE PROGRAM.

- (a) Definition. The catastrophic leave program is a process by which one or more employees may donate vacation credits (or up to twenty-four (24) hours of sick leave per fiscal year for eligible employees in classes listed in subsection (7)) for use by another employee who, due to catastrophic illness or injury, has exhausted earned leave credits, including but not limited to sick leave, compensatory time, holiday credits and disability leave and is therefore facing financial hardship.
- (1) The receiving employee is required to be absent from work due to injury or the prolonged illness of the employee, employee's spouse, registered domestic partner, a domestic partner listed on an "Affidavit of Enrollment of Domestic Partners" submitted to employee benefits, parent, or child, has exhausted all earned leave credits, including but not limited to sick leave, compensatory time, holiday credits and disability leave and is therefore facing financial hardship.
  - (2) The transfers must be a minimum of four (4) hours per transaction and in whole hour increments thereafter.
  - (3) Transfers shall be allowed to cross departmental lines in accordance with policies of the receiving department.
  - (4) The total maximum leave credits received by an employee shall normally not exceed five hundred and twenty (520) hours; however, if approved by his/her appointing authority, the total leave credits may be up to one thousand and forty (1,040) hours. Total leave credits in excess of one thousand and forty (1,040) hours will be considered on a case-by-case basis by the appointing authority subject to the approval of the Chief Administrative Officer.
  - (5) The transfers are irrevocable, and will be indistinguishable from other leave credits belonging to the receiving employee. Transfers will be subject to all taxes required by law.
  - (6) Leave credits that may be transferred under this program are defined as the transferring employee's vacation credits.
  - (7) Sick Leave Credits. Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DS, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN,

SM, SO and UM are eligible to donate up to 24 hours of sick leave credits annually when participating in this program.

(Amended 06/20/08, Ord. No. 9943)  
(Amended 09/25/09, Ord. No. 10008)

- (8) When the employee receives more donations than are needed for the duration of absence, the department shall return any excess donations, in the reverse order received (most recent donations are returned first), to the donating employee.

(Added 03/28/08, Ord. No. 9928)

- (b) Transfer Requests. Transfers shall be administered according to the rules and regulations of the Auditor and Controller, and made on a form prescribed by the Auditor and Controller. Approvals of the receiving and donating employee, the donating employee's appointing authority, and the receiving employee's appointing authority (in the case of interdepartmental transfer) will be provided for on such form.

(Added 07/13/90, Ord. No. 7773)  
(Amended 07/27/90, Ord. No. 7777)  
(Amended 07/27/90, Ord. No. 7789)  
(Amended 02/08/91, Ord. No. 7851)  
(Amended 05/03/91, Ord. No. 7904)  
(Amended 07/26/91, Ord. No. 7945)  
(Amended 09/20/91, Ord. No. 7974)  
(Amended 06/11/93, Ord. No. 8248)  
(Amended 02/16/96, Ord. No. 8641)  
(Amended 04/26/96, Ord. No. 8658)  
(Amended 03/15/96, Ord. No. 8650)  
(Amended 04/26/96, Ord. No. 8658)  
(Amended 09/27/96, Ord. No. 8720)  
(Amended 07/03/98, Ord. Nos. 8925, 8930, 8932)  
(Amended 12/18/98, Ord. No. 8987)  
(Amended 07/17/01, Ord. No. 9356)  
(Amended 07/17/01, Ord. No. 9360)  
(Amended 12/04/01, Ord. No. 9405)  
(Amended 01/11/02, Ord. Nos. 9415, 9417)  
(Amended 06/23/06, Ord. No. 9783)  
(Amended 06/23/06, Ord. No. 9786)  
(Amended 06/23/06, Ord. No. 9786)  
(Amended 01/18/08, Ord. No. 9912)

