

Celerity Educational Group

TO: All Personnel

FROM:

DATE: November 18, 2016

RE: Catastrophic Leave Sharing Policy

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Effective November 18, 2016, Celerity Educational Group employees will have the option of participating in the Catastrophic Leave Sharing program which allows employees to donate accrued unused paid sick leave to their colleagues in the event of a catastrophic illness. The terms and eligibility requirements of the program are outlined below.

**DEFINITIONS:**

Catastrophic illness: A serious health condition or injury that incapacitates an employee or an eligible family member, including but not limited to:

- A “serious health condition” of the employee that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider;
- The care of the employee’s spouse, child, parent, or registered domestic partner with a “serious health condition”;
- A period of incapacity requiring the absence of more than five calendar days from work, school, or other regular daily activities that also involve the continuing treatment by (or supervision of) a licensed health care provider;
- Any period of incapacity due to pregnancy; and
- To care for an employee’s dependents following the death or serious health condition of the employee’s eligible family member.

Eligible family member: An eligible family member is defined as a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee as well as a child or parent of the employee’s spouse. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. “Parent” means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee’s spouse or registered domestic partner. “Spouse” means a legal spouse, as defined by California law.

## **RECIPIENT AND DONOR ELIGIBILITY REQUIREMENTS**

An employee may be eligible to receive Catastrophic Leave if the employee has exhausted all accrued paid time off (including vacation and paid sick leave) or will foreseeably exhaust all earned paid leave hours within thirty days. The recipient's leave must be approved and unpaid for the period to be covered by donations.

An employee may donate accrued unused sick leave to another colleague only after the employee has accrued 48 hours. For example, if a donating employee has 60 hours of accrued unused sick leave, the donating employee may donate up to 12 hours of sick leave to an eligible recipient employee upon an approved request.

## **HOW TO DONATE ACCRUED UNUSED SICK LEAVE**

If an employee has accrued unused sick leave that he or she wishes to donate to another employee under the Catastrophic Leave Sharing program, an employee may do so by submitting a Catastrophic Leave Donation form to Human Resources. The donating employee should designate the recipient employee where indicated on the form. However, the privacy of the recipient employee should be respected and the donating employee should not seek or provide any information as to the reason for the recipient employee's use of time under this policy. Human Resources will verify: (1) the number of qualifying sick leave hours available for donation and (2) the eligibility of the recipient employee to receive the donation (i.e., all accrued paid leave hours has been exhausted or will be foreseeably exhausted).

## **POLICY AND USE REQUIREMENTS**

- **Donations of paid sick leave to the Catastrophic Leave bank is strictly voluntary.** No employee is required to donate any accrued unused time to the Catastrophic Leave Sharing program.
- Information concerning donations made under this policy are confidential and should not be shared with anyone, including, but not limited to, the recipient employee.
- Once paid sick leave is donated, donations are irrevocable and will not be returned to the donating employee. The recipient employee will thereafter keep or use the donated time as needed.
- If the recipient employee is simultaneously receiving disability or Paid Family Leave benefits, the recipient employee will only be entitled to use time covering any unpaid portion of the absence.
- Paid sick leave must be donated in whole hour increments.

- Upon donation, the recipient employee will receive an amount of sick leave equivalent to the value of the total hours donated. For example, if an employee that earns \$10/hour donates three hours of sick leave, a recipient employee earning \$15/hour will receive two hours of sick leave at his or her regular rate of pay.

Please direct any questions concerning the Catastrophic Leave Sharing Policy to Human Resources.