

**PETALUMA CITY SCHOOLS**  
**CATASTROPHIC LEAVE PROGRAM GUIDELINES**  
**CERTIFICATED EMPLOYEES**

The Petaluma City (Elementary) and Joint Union High School Districts have established a Catastrophic Leave Program to permit employees to donate eligible leave credits to a Catastrophic Leave Bank. An employee may request a withdrawal from the Catastrophic Leave Bank when that employee, or a member of his or her family, suffers from a catastrophic illness or injury.

Catastrophic illness or injury is defined as an illness or injury that is expected to incapacitate the employee for an extended period of time, or requires an employee to care for an incapacitated family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all sick leave or other paid time off.

The Education Code defines eligible leave credits as sick or vacation leave accrued to donating employees.

Any employee with a reserve of over twenty (20) eligible leave credits, not including the employee's current year's allotment, may, upon written notice, donate up to two (2) days of their eligible leave credits.

All donations of eligible leave credits to the Catastrophic Leave Bank are irrevocable.

The maximum amount of time that donated leave credits may be used may not exceed a maximum period of 12 consecutive months.

An employee who receives leave credits from the Catastrophic Leave Bank shall use any leave credits that he or she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this program.

**Verification of a Catastrophic Illness or Injury:** An employee must submit a request to receive donated leave days from the Catastrophic Leave Bank. The request must be submitted to the Human Resources office on a **Catastrophic Leave Bank Request for Withdrawal For Certificated Employee** form. If the employee is incapacitated, an immediate family member, or a person who has been authorized to act on behalf of the employee may complete this form. The maximum number of days of eligible leave credits that may be applied for by a single application is fifteen (15) days. A physician's verification of the catastrophic illness or injury and estimated date of return to work must be attached to the withdrawal request form.

The form and attached physician's verification are to be forwarded directly to the Human Resources office where a determination will be made by the Catastrophic Leave Bank

Approval Panel to approve or deny the employee's request. However, at no time shall an employee be granted more than 50% of the total available eligible leave credits in the Catastrophic Leave Bank.

If a physician indicates that an employee will not be able to return to work the employee, prior to Catastrophic Leave Bank approval, must apply for disability or service retirement if eligible. Stress-related illness leave shall be excluded for sick leave bank eligibility.

Employees granted use of the Catastrophic Leave Bank shall be considered in regular paid status during such use, pursuant to approval by the panel.

Any unused leave credits granted to an employee, but not used, shall be returned to the Catastrophic Leave Bank.

**Termination of Participation in the Catastrophic Leave Program:** Participation in the Catastrophic Leave Program shall be terminated when one or more of the following has occurred:

1. Death of the ill or injured employee or family member.
2. The employee's resignation from the District.
3. The service or disability retirement of the employee.
4. Notification by the employee that the bank utilization is no longer needed. If there is a need for additional time after an employee has given written notification that further withdrawals of leave credits are no longer needed, a new request for withdrawal form must be submitted to the committee.

Legal reference and authority:

EC 44043.5  
Petaluma City Schools  
Petaluma Federation of Teachers