



Human Resource Category

606.6 – Catastrophic Leave Program

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2 **Purpose:** To establish a process for non-represented staff to donate accrued annual or sick
3 leave hours to an employee who requires additional leave, which will be available for the
4 eligible employee to use if they have exhausted their own sick leave/vacation hours and other
5 compensatory time, and either themselves or a family member has a catastrophic/life
6 threatening illness or injury.

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8 **Procedure Coverage:** This procedure is applicable to all non-represented employees of East
9 Fork Fire Protection District receiving donated leave; however, donating employees may be
10 represented or non-represented.

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12 **Adopted Date:** 4/18/2023

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14 **Revised Date:**

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16 **Procedure #:** 606.6

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18 **Policy:** Employees who have exhausted all leave (annual, sick, compensatory, and
19 administrative leave) and are experiencing a personal or family catastrophic/life threatening
20 illness or injury may request annual or sick time donations from fellow employees. Employees
21 may donate accumulated annual or sick leave hours to a specific employee who has requested
22 additional leave time.

23 **A. ELIGIBILITY:**

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25 **1. DONOR:** An employee must meet the following eligibility requirements to donate
26 accrued hours:
- 27 • Full-time or part-time regular employee.
 - 28 • Served a minimum of 12 months continuous service with the District and successful
29 completion of probationary period.
 - 30 • Donor must have sufficient accrued annual and/or compensatory leave time in
31 order to donate leave time to another employee.

32 **2. RECIPIENT:**

- 33 • Full-time or part-time regular employee
- 34

- 1 • Served a minimum of 12 months continuous service with the District and successful
- 2 completion of probationary period.
- 3 • All personal sick leave, administrative leave, comp time, vacation leave or other
- 4 compensatory time must either be exhausted, or will be prior to when the
- 5 employee is able to return to work.
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7 **B. DEFINITIONS:**

- 8 1. Catastrophic Illness or Injury means:
 - 9 a. The employee is unable to perform the duties of his/her position because of a
 - 10 serious illness or accident which is life threatening or which will require a
 - 11 lengthy convalescence;
 - 12 b. There is a serious illness or accident which is life threatening or which will
 - 13 require a lengthy convalescence in the employee's immediate family
 - 14 c. The leave is a qualifying condition under the Family and Medical Leave Act
 - 15 (FMLA)
 - 16 d. Voluntary surgery or other procedures are not considered catastrophic.
- 17 2. Family Member: Immediate family defined as: spouse, child, or parent.
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19 **C. PROCEDURE:**

- 20 1. An eligible employee may request a catastrophic leave donation by submitting a
- 21 request to the Director of Administrative Services. The request must provide an
- 22 explanation as to the reason for the donation to ensure it meets the criteria defined
- 23 above.
- 24 2. The Director of Administrative Services will approve or deny all catastrophic leave
- 25 requests to insure compliance with this policy including the situation meeting the
- 26 definition of catastrophic.
- 27 3. The Director of Administrative Services will notify requesting employee. If approved,
- 28 the Director of Administrative Services will issue an email solicitation to all employees
- 29 advising of the need for catastrophic leave. The email will provide limited information
- 30 and will not disclose personal or medical details about requesting employee, unless
- 31 otherwise stipulated in writing by the requesting employee.
- 32 4. Employees will be allowed to voluntarily transfer accrued annual or sick leave to
- 33 another beneficiary employee who is eligible to take paid sick time pursuant to the
- 34 definition in B above by submitting the attached form to: [EFFPD-](mailto:EFFPD-payroll@eastforkfire.org)
- 35 payroll@eastforkfire.org.
- 36 5. All donations of leave time to the requesting employee will be donated from the
- 37 donor's annual leave bank or sick leave bank at the donating employee's current base
- 38 rate of pay then recalculated based on the requesting employee's current base rate of
- 39 pay in order to determine the number of hours the donor's time will represent to the
- 40 requesting employee.
- 41 6. Donated hours will be transferred after the donation has been approved.
- 42 7. Any unused donated time will be returned to donors on a prorated basis after being
- 43 recalculated.
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D. GENERAL PROVISIONS:

1. Once an employee donates hours to the program, the employee waives any right to said hours and his/her leave account balance is reduced accordingly.
2. An employee receiving hours will continue to accrue vacation and sick leave hours. All accrued hours must be utilized prior to using donated leave.
3. No hours may be advanced from the catastrophic leave program.
4. No hours may be cashed out from the catastrophic leave program.
5. If an employee is incapable of applying for catastrophic hours, the employee may authorize a representative to make the request on the employee's behalf.
6. If an absence is covered under Worker's Compensation, the employee may only receive hours from the Catastrophic Leave Program to supplement hours not covered by Worker's Compensation, so that payment received does not exceed their regular rate of pay.
7. Individuals who donate time will be kept confidential.

E. TERMINATION OF CATASTROPHIC LEAVE HOURS:

1. Donated Catastrophic Leave program hours will be discontinued:
 - If the leave recipient separates from District employment.
 - If the leave recipient, or the family member no longer suffers from the illness or injury for which the Catastrophic Leave Program hours were provided.
2. Donated catastrophic leave hours will be rescinded if it is later discovered that the recipient did not meet all of the conditions for program eligibility and the employee will be required to repay hours improperly granted or used.
3. The recipient will be notified in writing whenever the donated catastrophic leave will be or has been terminated or rescinded. Adjustments will be made to the recipient's compensation and leave records, as appropriate, for any period during which the catastrophic leave has been terminated or rescinded.

F. PROHIBITED ACTS:

An employee will not directly or indirectly intimidate, threaten, harass or coerce any other employee for the purpose of interfering with any right such employee may have with respect to donating, receiving or using catastrophic leave hours on employee's behalf.

G. CATASTROPHIC LEAVE OVERSIGHT AND ADMINISTRATION:

The policy is jointly administered by Human Resources and Finance.

H. MAINTENANCE OF RECORDS:

Payroll will maintain the records.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his/her designee and/or the Director of Administrative Services, or his/her designee will review this policy annually during the open enrollment/benefit renewal process.