

IMPLEMENTATION GUIDELINES FOR LOCAL CATASTROPHIC LEAVE SHARING PROGRAMS

Chancellors may implement local catastrophic leave sharing programs consistent with the following principles:

- C If a local leave sharing program is established, it must be implemented for eligible staff and academic personnel across all campus-based fund sources, divisions, and departments.
- C Only accrued vacation credits may be donated. Local procedures may limit the number of credits donated by an individual employee and received by a recipient.
- C Vacation credits may be donated when an eligible employee is catastrophically ill or injured or, if permitted by local procedures, when an employee is needed to care for a catastrophically ill family member or other person residing in the employee's household. Local procedures shall include a definition of "catastrophic illness" to ensure consistent local application of leave sharing.
- C If local procedures permit the donation of vacation credits for the care of a catastrophically ill person, such persons shall include the employee's spouse, parent, child, sibling, grandparent, or grandchild; in-laws and step-relatives in these relationships; and any other person residing in the employee's household for whom there is a personal obligation.
- C Staff and academic personnel who accrue vacation (and who have passed the waiting period to use vacation, if a waiting period is required by the applicable policy or collective bargaining agreement) may participate as donors or recipients of vacation credits. In addition, to be eligible to receive donations of accrued vacation credits, an employee is required to have exhausted all paid leave earned pursuant to the applicable personnel policies or labor agreement provisions covering vacation, sick leave¹, and compensatory time off. Local procedures may specify additional eligibility requirements.

¹ An eligible employee who has requested leave donations for the purpose of caring for a catastrophically ill person shall first exhaust their accrued sick leave balance even when doing so results in exceeding the 30-day limit imposed on the use of sick leave for family illness by applicable personnel policies and collective bargaining agreements.

- C Individual catastrophic leave accounts will not be credited with vacation credits that exceed the amount needed to ensure continuation of the employee's regular salary during the employee's approved catastrophic leave.
- C For the purpose of simplicity and auditable recordkeeping, accrued vacation credits shall be transferred hour for hour, regardless of differing pay scales.
- C Specific procedures with proper controls to transfer accrued vacation hours from donor to recipient shall be established and monitored to ensure the appropriate adjustments of the vacation balances of both donors and recipients.
- C Donated vacation payments to qualified recipients shall be processed pursuant to the procedure described in the Accounting Manual, Chapter P-196-1 3.5, Accounting for Vacation and Sick Leave--Alternative Procedure. If a location does not use the alternative method for recording vacation accruals, implementation of a catastrophic leave sharing program shall be deferred until such time that the alternative method for recording is implemented.
- C Copies of local implementation procedures shall be forwarded to the Office of Human Resources at the Office of the President.
- C Local notice to employees and employee organizations is required prior to implementation of a local program. Inclusion of exclusively represented employees in leave sharing programs may be subject to meeting-and-conferring with the appropriate exclusive bargaining agent.