

# CATASTROPHIC LEAVE



## ENROLLMENT INFORMATION

**What is the purpose of Catastrophic Leave?** To give peace of mind if an immediate family member 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 that incapacitates a member of the employee’s immediate family, living within the immediate household of the employee, whose incapacity requires the employee to take time off from work for an extended period of time to care for the family member and taking extended time off work creates a financial hardship for the employee because they have exhausted all of their sick leave, excluding differential leave. A doctor’s verification and committee approval are required before utilizing the bank.

**Who can join the Catastrophic Leave Bank?** All full and part-time active classified and certificated employees of the District (excluding substitutes) with one year of service within the District are eligible to contribute to the Bank.

**If I am already a member of the Catastrophic Leave Bank and I want to remain a member, do I need to fill out another form each year?** No. If you’re already a member, you remain a member therefore a new form is not necessary.

**How many days of personal necessity do I need to donate to join?** Full time and part-time employees wishing to participate in the Bank shall make an initial contribution of 8 hours of personal necessity the first year of participation, during annual open enrollment, between October 1st and October 31st.

**How often do I have to donate?** New members make a deposit when joining. Current members make a deposit only when their bargaining unit’s bank balance gets low, in which case, you would be notified.

**Should I still sign up for Disability Insurance?** Yes, you need to sign up for disability insurance for income protection. The Catastrophic Leave Bank is not intended to be used in lieu of disability insurance or any other source of paid leave.

**When is open enrollment?** Once a year, between October 1st and October 31st.