

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2011-03
Title:	Catastrophic Illness Time Donation	

DEFINITION

Catastrophic illness or injury is defined as a non-work related illness or injury which is expected to incapacitate an employee and which creates a financial hardship because the employee has exhausted all of his/her sick leave and other paid time off.

PURPOSE

At the discretion of the General Manager, employees will be permitted to donate eligible sick leave credits to another District employee who has suffered a non-work related catastrophic illness or injury. Such donations may be made in accordance with the following:

- 1) The recipient employee must have utilized a minimum of eighty (80) hours of his/her accrued sick leave or other paid time off in relation to the catastrophic illness or injury to be eligible to receive donated sick leave.
- 2) In addition, the recipient employee must have exhausted all of his/her accrued sick leave and other accrued paid time off prior to receiving and using donated sick leave.
- 3) Donations of sick leave shall be made in increments of full (1.0) hours. Employees wishing to donate accrued sick leave must have an accrued sick leave balance of 120 hours or more and may donate up to a maximum of 40 hours in a one year period.
- 4) Donations shall be on an hour for hour basis. For employees covered by State Disability Insurance (SDI), use of donated leave will be an offset to benefits in accordance with the provisions of the plan.
- 5) Donations are irrevocable. When the recipient returns to work, unused sick leave hours shall be retained as credits by the recipient.
- 6) In the event of the death of the recipient while still employed by the District, unused sick leave credits will be forfeited as with other employees.

Approved by the Rancho Murieta Community Services District's Board of Directors	June 15, 2011
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