No one ever plans on needing Catastrophic Leave, but each year many employees find themselves off work for an unexpected significant illness or to care for a seriously ill family member. In addition, keep in mind that even if you never need to use Catastrophic Leave, donating hours will help your colleagues who may need to use the leave.

**DIRECTIONS**

If you wish to **DONATE** to the Catastrophic Illness or Injury Leave Program:

1. **CLICK** this link to get the form [CATASTROPHIC ILLNESS OR INJURY LEAVE BANK DONATION FORM](#)
2. **READ** the form
3. **COMPLETE** the form. To sign, please type your name on the signature line or print and sign the form.
4. **EMAIL** the form to Employee Benefits at benefits@losrios.edu by 5pm on April 30, 2020.
5. You can also **PRINT** and **MAIL** the form (postmarked by April 30, 2020) to:
   
   **EMPLOYEE BENEFITS DEPARTMENT**
   
   1919 Spanos Court, Sacramento, CA 95825

*We are unable to accept late forms. Submitting the form to a campus office or to your supervisor does not qualify as meeting the deadline.

**PURPOSE** The purpose of the Catastrophic Illness or Injury Leave Program is to allow classified and managerial employees the option to donate eligible leave (accrued, unused vacation hours) to a Catastrophic Illness or Injury Leave Bank (the Bank). The Bank may be used by a contributing, eligible employee when that employee or a member of his or her immediate family suffers from a catastrophic illness or injury. The program is designed to keep the employee in 100% paid status for up to 90 calendar days after an employee exhausts his/her own vacation time.

**DEFINITION** Catastrophic Illness or Injury means an illness or injury that is expected to incapacitate an employee from work for an extended period of time, or that incapacitates a member of the employee’s immediate family, requiring the employee to take time off from work for an extended period of time to care for that family member. Taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her eligible sick leave, vacation, and other paid time off and is in less than full pay status.
FREQUENTLY ASKED QUESTIONS re: the Catastrophic Illness or Injury Leave Program (the Program)

1. When can I donate? Once per year during the solicitation period. This year is the first of the 3-year cycle; the solicitation period runs from today through April 30th at 5pm.

2. Who can donate to the Program? A permanent or probationary employee who has completed six (6) months or more of service may donate accrued, unused vacation leave to the Catastrophic Illness or Injury Leave Bank.

3. How many hours do I need to donate? Donations must be in a minimum block of three (3) hours but not more than forty (40) hours per solicitation. You must have accrued and unused vacation hours available as of April 30th in the amount of your donation.

4. Do I have to donate? No, donations are voluntary.

5. How often do I need to donate? You only need to donate once during the three-year cycle (April 2020, 2021 or 2022) to be vested. The Program runs on a 3-year cycle. We are now in the first year of the 3-year cycle of July 1, 2020 to June 30, 2023.

6. Does the number of hours or time I donate affect my eligibility or days I could be awarded? No, the number of hours or times you donate during the 3-year cycle will not affect your eligibility or the days you could be awarded.

7. Do I need to donate prior to using catastrophic leave? Yes, you must donate to the program prior to use of catastrophic leave.

8. How do I use the Program? To be eligible to apply for Catastrophic Illness or Injury leave, an employee must have satisfactorily completed one year of service with the District and be vested in the program. To be vested, an employee must have donated, prior to requesting a leave, a minimum of three (3) accrued, unused vacation hours during that three-year cycle. Applications for Catastrophic Illness or Injury Leave will be reviewed and are subject to approval by the Catastrophic Illness and Injury Committee. Again, the number of hours or times you donate does NOT affect your eligibility or the amount of leave you may use.

If you have any questions, please contact the Employee Benefits Department at (916) 568-3070 or via email at benefits@losrios.edu.