



CATASTROPHIC LEAVE POOL FREQUENTLY ASKED QUESTIONS

WHAT IS IT?	<ul style="list-style-type: none"> • This program provides for the voluntary donation of sick leave to employees in cases of catastrophic event or severe conditions. • This program provides an additional use of the City's current accrued leave benefits. • Donations are made to a pool that will be distributed to employees meeting the criteria. • Use of donated leave does not entitle an employee to any right, benefit or position of employment except that which the employee would have been entitled had the employee not used the leave.
WHO IS ELIGIBLE TO REQUEST DONATIONS?	<ul style="list-style-type: none"> • All regular and part-time employees who have been employed a minimum of twelve (12) months.
WHAT IS CONSIDERED A CATASTROPHIC EVENT?	<ul style="list-style-type: none"> • A mental or physical condition that: (a) will result in death if not treated timely, or (b) requires hospitalization for more than 72 consecutive hours, or (c) is considered a terminal illness. NOTE: Pregnancy and elective surgery are not considered severe conditions except when life-threatening complications arise from them.
WHAT ARE THE RULES FOR RECEIVING DONATIONS?	<ul style="list-style-type: none"> • You must exhaust your own accrued sick, vacation, holiday and sick bank. • You must complete an application and submit certification by a healthcare provider to the HR Staff. • Your medical condition or event or that of your qualified dependent must meet specific eligibility criteria. • If you are eligible for and/or receiving Workers' Compensation Benefits (TIBs), or are eligible for and/or receiving other CORR benefits (e.g. Long Term Disability or Short Term Disability) as a result of the condition or event, you are ineligible to receive catastrophic leave hours.
WHAT ARE THE RULES FOR USING THE DONATED HOURS?	<ul style="list-style-type: none"> • Donations will be converted on a straight hour-for-hour basis to your Sick Leave balance. • Hours donated to you for a specified catastrophic event may be used only for that illness or injury. (A different catastrophic event must be handled as a separate or second incident.) • The use of the donated hours will be recorded on your timesheets. • The donated hours will be applied after any personal accrued time is applied to each time period. • One appeal extension – of an additional 360 hours, may be approved at the discretion of department director or higher level of authority, if needed. • The hours are retained for 6 months for use under re-occurrence of the original qualifying event. • If you terminate your employment, you will not be paid for any remaining donated hours.
HOW DOES THE CITY DEFINE "IMMEDIATE FAMILY"	<p>An employee's immediate family includes the employee's:</p> <ul style="list-style-type: none"> • Parents (biological parents, adoptive parents, or person in <i>loco parentis</i> to employee when employee was a child). • Spouse (husband or wife). • Child (biological, adopted, foster, stepchild, legal ward or a child who is under 18, for whom the employee is a person standing in <i>loco parentis</i>, or age 18 or older with a disability and incapable of self-care); • Any relative living in the same household with an employee.

<p>HOW DO YOU APPLY FOR IT?</p>	<ul style="list-style-type: none"> • Obtain the application online at EmployeeNet (Forms webpage) or in person at Human Resources. • Complete the Application for Catastrophic Leave form, with required signatures and supporting documentation from Health Care Provider. • Submit the Application for Catastrophic Leave before the hours are needed or as soon as practicable. NOTE: If you are not capable of making application on your own behalf; a representative may make written application for you. • Make a separate request for leave without pay or FMLA status, as applicable.
<p>WHAT ARE THE MAXIMUM HOURS FOR CATASTROPHIC LEAVE?</p>	<ul style="list-style-type: none"> • 960 Hours during your tenure with the City.
<p>NEED MORE INFORMATION?</p>	<ul style="list-style-type: none"> • Contact the Human Resources Department for additional resources and information at 218-5490.