

Catastrophic Sick Leave Guidelines

1. An employee shall be a member of a sick leave bank to donate or receive catastrophic sick leave days.
2. An employee shall exhaust all sick, personal and vacation leave days before using catastrophic sick leave days.
3. An employee shall borrow and utilize days from the Sick Leave Bank (up to a maximum of 15 days) before being eligible to use catastrophic sick leave days.
4. A catastrophic illness is defined as “*Any illness, injury, or pregnancy/ medical condition related to childbirth, certified by a licensed physician which caused an employee to be absent from work for an extended period of time*”.
5. An employee shall use catastrophic sick leave days for a catastrophic illness for himself or herself or for the following covered persons:
parent, spouse, child, sibling or an individual with a close personal tie.
6. The employee donating sick leave for a catastrophic illness does not have to be a member of the same Sick Leave Bank as the recipient.
7. The employee shall only donate a lifetime maximum of 30 days to any one (1) employee.
8. The donated catastrophic sick leave days revert to the donating employee(s) if the recipient does not use all of the donated days.