

**ADMINISTRATIVE CIRCULAR NO. 71**  
Office of the Superintendent

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 6, 2007

**To:** All Employees in the Office-Technical and Business Services (OTBS),  
Operations-Support Services (OSS), and Paraeducators (PARA)  
Bargaining Units

**Subject:** SPECIAL OPEN ENROLLMENT FOR CLASSIFIED CATASTROPHIC  
LEAVE BANK DONATIONS

**Department and/or  
Persons concerned:** All employees in the OTBS, OSS and PARA bargaining units.

**Due Date:** IMMEDIATELY

**Reference:** Collective Negotiations Contracts with the California School Employees  
Association (CSEA), Chapters 724, 759, and 788

**Action requested:** Return attached form to participate in, or donate to, the Classified  
Catastrophic Leave Bank

**Brief Explanation:**

**The Classified Catastrophic Leave Bank is in need of donations.** Many seriously ill or incapacitated classified employees have been helped over the years by the generous donations to the bank from other classified employees.

Per the collective negotiations contracts, additional donations shall be requested from existing members if the bank balance drops below 200 hours. The bank balance has dropped to this level, thus the urgent call for donations.

Employees in the Office-Technical and Business Services (OTBS), Operations-Support Services (OSS), and Paraeducators (PARA) bargaining units, who meet the eligibility requirements, may donate a minimum of one or more days of sick or vacation leave to the bank, thereby assisting other employees who are catastrophically ill or injured. Donating one or more days also qualifies the employee for membership in the bank should they ever be in need of a donation of sick leave days.

During this special call for donations, we are asking current members of the bank to make an additional donation to help build the bank back to a positive balance. In addition, we are soliciting new members of the bank to make an initial donation.

The attached material provides detailed information regarding the Classified Catastrophic Leave Bank.

**If you are able to donate, please complete the attached enrollment/donation form and return it to Human Resource Services Division, Room 1241, as soon as possible. Your donations are necessary to return the bank to a positive balance.**

Questions regarding this program are to be directed to Grace Gutierrez at (619) 725-8114, or by e-mail to [ggutierrez@sandi.net](mailto:ggutierrez@sandi.net)

Thank you in advance for your generous donation which will enable the bank to remain open and a benefit to classified employees of San Diego Unified School District.

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:

A handwritten signature in cursive script that reads "Jodi Smith". The signature is written in black ink on a white background.

Jodi Smith  
Chief of Staff

JS:gg

Attachments (2)

Distribution: Lists B, L, and Special List

*San Diego Unified School District  
Human Resource Services Division*

***Classified Catastrophic Leave Bank Information***

- ***What is the Classified Leave Bank?***

The Classified Catastrophic Leave Bank is a “bank” of donated sick leave or vacation days which may be requested for use by employees who are suffering from a catastrophic illness or injury, once they have exhausted all full-paid leaves.

- ***What is a catastrophic illness or injury?***

A catastrophic illness or injury is defined as a severe or incapacitating illness or injury that is expected to continue for an extended period of time and prevents the employee from performing his/her duties.

Employees receiving compensation while ill or injured under Worker’s Compensation provisions are not eligible to withdraw days from the bank until exhausting such benefit.

- ***What is the history of the Classified Catastrophic Leave Bank?***

As a result of agreements with the California School Employees Association (CSEA), Chapters 724, 759, and 788, the initial open enrollment period for donations to the bank was held in October 1999. Over 5,420 employees have now donated close to 62,091 hours of sick or vacation leave to the bank. Since the program began, approximately 378 employees have been recipients of donated leave; enabling them to remain in a full paid status while absent from work for various serious medical situations.

***Donations to the Classified Catastrophic Leave Bank***

- ***How do employees make a donation to the Classified Catastrophic Leave Bank?***

Each May is designated as the open enrollment period for membership in the bank.

**If the balance in the bank ever drops below 200 days, a special enrollment period will be held.** However, nothing precludes any eligible employee from donating to the bank at any time.

- ***Is there a minimum or maximum donation?***

For membership in the bank, an employee must donate at least one full-salary sick leave day or one full-salary vacation day (eight hours). For employees who are working less than full-time, the hours donated will be prorated accordingly. While there is no maximum number of days that can be donated, employees are encouraged to be cautious in making large donations of sick leave that they may need for their own use in the future or wish to convert to service credit to improve their monthly pension benefit under Public Employees’ Retirement System (CalPERS) upon retirement.

- ***Is this an annual donation?***

**At this time, the agreement with various employee organizations requires a one-time donation for membership in the bank. However, it is hoped that employees will continue to support this program by donating periodically in order to ensure that the bank maintains a healthy balance. At this time, the bank does not have a healthy balance, thus the call for additional donations from existing members.**

## *Donations to the Classified Catastrophic Leave Bank (Cont.)*

- *If an employee chooses to make a donation of sick or vacation leave to the bank, may the donation be designated to assist a specific employee?*

All donations of sick or vacation leave are general donations, and may not be designated for any specific recipient.

- *When an employee donates to the Classified Catastrophic Leave Bank, will his/her eligibility for the annual attendance incentive program (if applicable) be affected?*

No, donating sick leave days to the bank will not affect the attendance incentive program (if applicable).

- *Will district employees other than those in the OTBS, OSS, and PARA bargaining units be permitted to donate or request a credit of sick leave from the bank?*

The management team and employees in the certificated and school police services bargaining units have negotiated a separate catastrophic leave bank to which they may donate.

- *What does an employee need to do to donate to the Classified Catastrophic Leave Bank?*

The employee must complete the attached form authorizing the district to debit the employee's sick leave or vacation account and credit the Classified Catastrophic Leave Bank with the number of days specified on the enrollment/donation form. **Please complete your form and return it as soon as possible, to Grace Gutierrez, Human Resource Services Division, Eugene Brucker Education Center, Room 1241.**

## *Withdrawals from the Classified Catastrophic Leave Bank*

- *If an employee is suffering from a catastrophic illness or injury, what benefits are available from the bank?*

Once an employee who is suffering from a catastrophic illness or injury has exhausted all full paid leaves (including all full-salary sick leave), the employee may apply to withdraw up to 20 days of full-salary sick leave from the bank. At the end of the 20-day period, an additional 20 days of full-salary sick leave may be requested. Employees may request a maximum of 40 days of sick leave from the bank per catastrophic illness or injury; however, no more than 40 days of sick leave credit may be granted in any school year.

- *Does an employee have to be a member of the bank to request a credit of full-salary sick leave from the bank?*

Yes. An employee will not be eligible to receive sick leave credit from the bank unless he/she has previously donated at least one day of full-salary sick or vacation leave to the bank.

## ***Withdrawals from the Classified Catastrophic Leave Bank (cont.)***

- ***What is the procedure for an employee who is suffering from a catastrophic illness or injury to request a sick leave credit from the bank?***

The employee should request an application for withdrawal of days from the bank. If the employee is not able to request/complete the form due to the seriousness of his/her illness or injury, then a family member with the legal authority to act on behalf of the employee may request/complete the application. All completed applications must be accompanied by written verification (prepared and signed by a licensed physician of the State of California) stating the nature of the catastrophic illness or injury and the anticipated number of days the employee will be absent from work. Requests for an application for withdrawal of sick leave days are to be directed to Grace Gutierrez, Human Resource Services Division, (619) 725-8114, or by e-mail to [ggutierrez@sandi.net](mailto:ggutierrez@sandi.net). All applications must be approved by the Director, Classified Personnel.

- ***What happens when an employee receives a credit of sick leave days from the bank, but does not use all of the days?***

The unused days are returned to the bank.

- ***Can an employee request a donation from the bank to care for a family member who is suffering from a catastrophic illness or injury?***

No. Credits of sick leave may be used only for the catastrophic illness or injury of the employee.

## ***Additional Questions or Information***

- ***Whom do I contact for additional information?***

Please contact Grace Gutierrez, Senior Personnel Clerk, Human Resource Services Division, at (619) 725-8114, or by e-mail to [ggutierrez@sandi.net](mailto:ggutierrez@sandi.net).

**Classified Catastrophic Leave Bank**  
**Special Open Enrollment/Donation Form**

**Office-Technical and Business Services (OTBS) Bargaining Unit**  
**Operations-Support Services (OSS) Bargaining Unit**  
**Paraeducators (PARA) Bargaining Unit**

Please **print** the following information:

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **M.I.** \_\_\_\_\_

**Employee ID #:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_ **Cost Center number (4 digit):** \_\_\_\_\_

**Check here if less than full-time employee.**

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**I wish to donate \_\_\_\_\_ full-salary SICK leave day(s) to the Classified Catastrophic leave bank.**  
(# of days)

**I wish to donate \_\_\_\_\_ full-salary VACATION leave day(s) to the Classified Catastrophic leave bank.**  
(# of days)

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**Authorization – Read Carefully**

This is to request and authorize the San Diego Unified School District, Payroll Unit, to deduct the number of days specified above from my sick leave or vacation leave balance and transfer the day(s) to the Classified Catastrophic Leave Bank. I understand that a minimum of one day of sick leave or vacation leave must be donated in order to qualify for membership in the bank. I further acknowledge that a donation of sick leave to the bank will not affect my eligibility for the annual attendance incentive compensation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN THIS FORM TO:**

**Grace Gutierrez**  
**Senior Personnel Clerk – Human Resource Services Division**  
**Eugene Brucker Education Center, Room 1241**  
**4100 Normal Street**  
**San Diego, CA 92103**  
**(619) 725-8114**  
**(619) 296-7522 – fax**

<b>FOR DISTRICT USE ONLY:</b>	BU _____	Hours Avail _____	Assignment % _____
	Date Logged: _____	Number of Hours _____	S/L or Vac _____