

ADMINISTRATIVE CIRCULAR NO. 95
Office of the Chief Human Resources Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 1, 2009

To: All Employees on the Management Team and in the Certificated and School Police Services Bargaining Units

Subject: CATASTROPHIC LEAVE BANK OPEN ENROLLMENT DONATION PERIOD

Department and/or Persons concerned: All employees on the management team and in the certificated and school police services bargaining units.

Due Date: Open enrollment period ends May 29, 2009

Reference: Memorandum of Understanding with the Administrators Association of San Diego (AASD), Memorandum of Understanding with the Peace Officers Association (POA), and Collective Negotiations Contract with the San Diego Education Association (SDEA).

Action requested: Return attached form to participate in the Catastrophic Leave Bank.

Brief Explanation:

May 2009 is the annual open enrollment period for employees to donate to the Catastrophic Leave Bank. Employees on the management team or in the certificated or school police services 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.

The attached material provides detailed information regarding the Catastrophic Leave Bank. If you wish to participate in the program, please complete the attached enrollment/donation form and return it to Human Resource Services Division, Room 1241, by May 29, 2009. However, nothing precludes any eligible employee from donating to the bank at any time.

Questions regarding this program are to be directed to Gloria Rangel at (619) 725-8172, or by e-mail to grangel@sandi.net.

Donis Armenta
Director, Classified Personnel

APPROVED:



Sam Wong
Chief Human Resources Officer

SW:gr

Attachments (2)
Distribution Lists: B, C, D, E, F, H, I, J, K, M

***San Diego Unified School District
Human Resource Services Division***

Catastrophic Leave Bank Information

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

The 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 Catastrophic Leave Bank?***

As a result of agreements with the San Diego Education Association (SDEA), the Peace Officers Association (POA), and the Administrators Association of San Diego (AASD), the initial open enrollment period for donations to the bank was held in October 1999. Over 9,000 employees have now donated close to 98,800 hours of sick or vacation leave to the bank. Since the program began, approximately 434 employees have been recipients of donated leave; enabling them to remain in a fully paid status while absent from work for various serious medical situations.

Donations to the Catastrophic Leave Bank

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

The month of May 2009 is designated as the open enrollment period for membership in the bank. Following this, an annual open enrollment period will occur each May. 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 the State Teachers’ Retirement System (STRS) or the Public Employees Retirement System (CalPERS).

Donations to the Catastrophic Leave Bank (Cont.)

- ***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.

- ***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.

- ***Will district employees other than those on the management team, or in the certificated and school police services bargaining units, be permitted to donate or request a credit of sick leave from the bank?***

The Office-Technical and Business Services (OTBS), Operations-Support Services (OSS), and Paraeducators (PARA) 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 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 Catastrophic Leave Bank with the number of days specified on the enrollment/donation form. Please complete your form and return by May 29, 2009, to **Gloria Rangel, Human Resource Services Division, Eugene Brucker Education Center, Room 1241.**

Withdrawals from the 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 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 Gloria Rangel, Human Resource Services Division, (619) 725-8172, or by e-mail to grangel@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 Gloria Rangel, Human Resources Technician, Human Resource Services Division, at (619) 725-8172, or by e-mail to grangel@sandi.net.

**Catastrophic Leave Bank
Enrollment/Donation Form**

**Management Team (AASD)
Certificated Bargaining Unit (SDEA)
School Police Services Bargaining Unit (POA)**

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, partial contract, job-share, or reduced workload status.

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

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

Authorization – Read Carefully

This is to request and authorize San Diego Unified School Districts' 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 Catastrophic Leave Bank. I understand that the transfer of sick leave or vacation leave to the Catastrophic Leave Bank is irrevocable. I also 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.

Signature _____ Date _____

RETURN THIS FORM BY MAY 29, 2009 TO:

**Gloria Rangel
Human Resources Technician– Human Resource Services Division
Eugene Brucker Education Center, Room 1241
4100 Normal Street
San Diego, CA 92103
(619) 725-8172
(619) 296-7522 – fax**

FOR DISTRICT USE ONLY:	BU _____	Hours Avail _____	Assignment % _____
	Date Logged: _____	Number of Hours _____	CTS or CTV _____