

Office of Human Resources

Catastrophic Leave Enrollment/Donation Form

The Catastrophic Leave option is a voluntary program for certificated employees. The specific guidelines are specified in the PVSD/PVEA Collective Bargaining Agreement – Article 11.20 (copied on the bottom of this form for your ease of reference).

Yes, I would like to participate in the Catastrophic Leave program

Print Name: _____ Signature: _____ Date: _____

11.20 Catastrophic Leave Bank

- a. The purpose of the Catastrophic Leave program is to allow all certificated employees who have exhausted their own accumulated sick and personal leave and have a serious illness/disability or have an emergency in their immediate family requiring their presence to request a donation of sick days. For the purposes of this program, immediate family shall be defined as a spouse, domestic partner, child, stepchild, foster child, parent, or parent in-law of the participant.
- b. At the beginning of each school year, certificated employees may elect to contribute to the Catastrophic Leave Bank. Participation is voluntary and only contributors will be permitted to draw from the Bank. Each person's contribution shall be based on a full working day or be prorated to the percentage of the person's daily assignment if less than a full day.
- c. A Catastrophic Leave enrollment/donation form will be sent to all certificated employees by September 1 of each school year and must be returned to the HR office by September 30. Employees who are hired after September 30 will be given an enrollment form at the time they are hired and it is to be completed within thirty (30) days. Membership is continuous from year to year unless a member submits a letter of cancellation.
- d. A Catastrophic Leave Committee will be established to monitor the program, review requests and determine eligibility to receive a donation of days. The Committee will be comprised of the Assistant Superintendent of Human Resources and two (2) PVEA representatives. The District Human Resources Office shall have the responsibility of maintaining records for the program.
- e. Participants will donate one (1) day per year. When the Committee determines there is a need, there will be an automatic contribution of one (1) additional day for each participant. No participant will be asked to contribute more than two (2) days per school year. Donated days will not be returned upon cancellation and the participant will not be eligible to receive a donation of days after submitting a cancellation. Unused days shall carry over from year to year in the Bank. When the Bank has accumulated approximately five hundred (500) unused days, automatic contributions will be placed on hold until the number of accumulated days are used and go below that point.
- f. Participants may request to draw from the Bank only after all their leaves have been exhausted. If the participant is also entitled to FMLA / CFRA, the twelve (12) workweeks within a twelve (12) month period shall run concurrently with the use of Catastrophic Illness Leave Bank days.
- g. Participants may request and be granted a withdrawal in units of no more than fifty (50) workdays per catastrophic illness or injury. Unit members may submit a request for an extension of a withdrawal of one (1) additional fifty (50) workdays allotment for each catastrophic illness or injury. Catastrophic Leave Bank days not used by unit member / participant shall be returned to the Catastrophic Leave Bank.
- h. The amount of days to be donated to the participant will be determined by the committee and may or may not cover the length of the request. If the Bank does not have enough days to fund a request, the Committee has no obligation to provide sick leave days to the applicant. The District is under no obligation to provide additional sick leave days.
- i. If any Catastrophic Illness Leave Bank days that are granted by the Committee to an applicant for a specific and qualified reason are not needed or used, the days shall be returned to the Bank. The employee shall not retain excess days and shall not use any days for any reason other than that specified by the Committee.
- j. Catastrophic Leave will require a medical verification to substantiate the illness or injury. It may not be used for elective surgery, personal necessity leave or normal pregnancy.
- k. The decisions of the Committee shall not be subject to the grievance process.



Pleasant Valley School District

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