

## CITY OF HEALDSBURG ADMINISTRATIVE DIRECTIVE

<b>SUBJECT:</b> CATASTROPHIC LEAVE	<b>NUMBER:</b> ADMIN-102.2
<b>EFFECTIVE DATE:</b> JANUARY 1, 2012	<b>COUNCIL ADOPTION:</b>
<b>AMENDS/SUPERSEDES:</b> 2/2/2007	<b>APPROVED:</b> _____ MARJIE PETTUS, CITY MANAGER

### POLICY ON CATASTROPHIC LEAVE

**Subject:** Policy on Catastrophic Leave

**Purpose:** To define and establish a program allowing employees to voluntarily donate accrued leave to other eligible employees suffering from a catastrophic illness or injury themselves or a spouse, parent or dependent child.

**Definition:** Catastrophic leave is a paid leave of absence due to a life threatening, verifiable long-term illness or injury such as, but not limited to, cancer and heart attack that clearly disables the individual.

**Provisions:**

1. All regular employees of the City who have successfully completed 2,080 hours or one (1) year in paid status shall be eligible for catastrophic leave due to their own serious illness or injury or the serious illness or injury of a spouse, parent or dependent child.
2. The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for catastrophic leave.
3. Catastrophic leave shall be additional paid leave available from vacation, sick leave, compensatory leave or management leave hours donated by other City employees to a specific qualified employee.
4. Employees donating vacation, sick leave, compensatory or management leave must donate in increments of whole hours. The donating employee must have a vacation balance of at least 40 hours after the donation of vacation time and a sick leave balance of at least 250 hours after the donation of sick leave time. Employees may donate all of their compensatory time or management leave.
5. An employee requesting catastrophic leave must receive the recommendation of his/her department head and the approval of the City Manager. Such leave may initially be approved up to a maximum of 320 donated hours. If the catastrophic illness or injury continues, up to an additional 320 donated hours may be approved.
6. Catastrophic leave shall not be used in conjunction with any long or short-term disabilities benefits or Workers Compensation leave and shall fall within the provisions of the Family Medical Leave Act (FMLA).
7. The Finance Department shall establish an account for the donation and disbursement of catastrophic leave hours for the qualified employee. All time donated will be credited on an hour for hour basis regardless of hourly pay differentials between donating employees and the recipient.

**Procedure:** Employees desiring to donate sick leave, vacation, compensatory or management leave to an employee who is eligible for catastrophic leave, can do so by notifying the Human Resources. A Personnel Action form will be prepared by Personnel based on the instructions of the employee for his/her signature.

#### **REVIEW AND REVISION**

The City of Healdsburg reserves the right to rescind and/or amend this and all City policies, at any time.