

Sacramento Suburban Water District

**Catastrophic Leave Policy**

Adopted: July 18, 2005  
Revised: June 18, 2007; June 15, 2009; July 18, 2011

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**100.00 Purpose of the Policy**

The purpose of this policy is to provide benefits to Regular and Management employees 1) with a serious or catastrophic non-industrial illness or injury, or 2) who must provide necessary full-time care for a spouse, dependent child or parent.

**200.00 Policy**

The District provides a program where employees may voluntarily donate accrued vacation, sick, or compensatory time off to another employee who has a serious or catastrophic non-industrial illness or injury or who must provide necessary full-time care for a spouse, dependent child or parent.

The employee must meet the following requirements to be eligible to receive catastrophic leave:

1. The employee must have achieved full time Regular or Management status with the District.
2. The employee must have exhausted all accrued leave balances.
3. The employee must have a verifiable serious or catastrophic illness or non-industrial injury which is estimated to last for at least thirty (30) calendar days. Serious or catastrophic illness or injury is defined as one in which the employee is incapacitated and unable to work as certified by their physician. If the catastrophic leave is requested for a family member, the family member must have a verifiable serious illness or injury which is estimated to incapacitate them for at least thirty (30) calendar days as certified by their physician and the illness or injury must result in the employee being required to provide verifiable full-time care for that family member.
4. The employee must not be receiving any short or long term disability or similar benefit.

The maximum length of Catastrophic Leave that may be received and taken in any calendar year is:

a) sixty (60) calendar days for an employee's own qualifying non-industrial illness or injury, or until the employee becomes eligible for short or long term disability or similar benefits, whichever is shorter; or

b) sixty (60) calendar days for an employee providing care to a family member.

All donations will be subject to the following:

1. An employee receiving donated leave will not accrue vacation or sick leave time; retirement, health and other employee benefit contributions will continue as long as the employee is in paid status.
2. Employees donating leave may not deplete their sick or vacation leave balances to less than forty (40) hours.
3. Donations shall be made on the appropriate District form to be signed by the donating employee and are subject to the approval of the Department Manager and General Manager.
4. All donations must be in whole hours. Total donations from one donating employee may not exceed forty (40) hours in any twelve (12) month period.
5. Donations will be transferred hour-for-hour regardless of pay scale.
6. Donations are irrevocable and non-transferable.
7. Donated leave time shall be subject to the recipient's normal payroll deductions.
8. Donations will be used in the order received by Payroll.
9. Donated hours are not tax deductible.

### **300.00 Authority and Responsibility**

The General Manager is authorized and responsible for establishing a leave donation process that will be administered by the General Manager or designee.

### **400.00 Policy Review**

This Policy shall be reviewed at least biennially.