

Sacramento Suburban Water District

Catastrophic Leave Policy

Adopted: July 18, 2005

Approved with Changes: February 25, 2019

100.00 Purpose of the Policy

The purpose of this policy is to assist employees who have exhausted accrued leave balances due to a serious or catastrophic illness, injury, or condition of the employee or his/her extended family.

200.00 Policy

The District provides a program where employees may voluntarily donate accrued vacation, sick leave, or compensatory time off to another employee who: 1) has a serious or catastrophic non-industrial illness or injury; 2) must provide necessary full-time care for a spouse or domestic partner, dependent child, or parent; 3) experiences the death of a spouse or child; or 4) experiences a catastrophic event, as approved by the General Manager.

300.00 Authority and Responsibility

The Human Resources Coordinator and General Manager, or designee, will be responsible for administering this policy. This will include establishing employee eligibility criteria; length of time Catastrophic Leave may be received; the donation process; and development of a District Procedure.

400.00 Policy Review

This Policy shall be reviewed at least biennially.