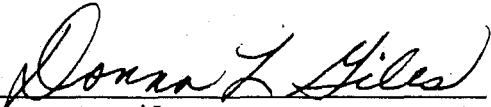
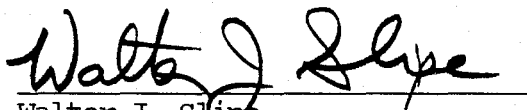


CITY OF SACRAMENTO

PERSONNEL POLICY INSTRUCTION

Topic:	Catastrophic Leave	Effective date:	06/29/91
From:	Department of Personnel	Supersedes:	New
To:	Department Heads, Division Chiefs	Section Number:	II-91-2

APPROVED:   
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Director of Personnel

  
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City of Sacramento  
Department of Personnel  
PPI---II-91-2

## Catastrophic Leave

### 1. Purpose

1.1 To establish policy and procedure for administering catastrophic leave for employees of the City of Sacramento. The purpose of such leave is to extend paid leave for qualified employees who are incapacitated and unable to work due to a prolonged non-industrial catastrophic illness or injury.

### 2. Scope

2.1 The policy and procedures detailed herein apply to all benefit qualified employees of the City of Sacramento.

### 3. Policy

3.1 Benefit qualified employees shall be entitled to participate in the City Catastrophic Leave Plan with the following provisions:

- a. An employee may donate to or receive from an unrepresented employee, or a represented employee whose bargaining agreement provides for such donation or receipt, usable vacation, holiday, compensating time off, or management leave hours. Participation in this plan shall be voluntary. Sick leave hours may not be donated under this provision.
- b. All donations shall be made and accepted in writing using Attachment 1.
- c. The donation in any category must be a minimum of eight (8) hours of usable time.
- d. Donations shall be on an hour-for-hour basis, regardless of the pay rates of the donor and recipient, except that hours transferred between employees on the Fire suppression (56 hours) schedule and the non-Fire suppression (40) hours schedule shall be adjusted by a factor of 1.4 to 1.
- e. Hours to be donated shall be kept in a pledge status until used. As needed, pledged hours shall be debited from the donor's leave balance and credited to the recipient's usable vacation accrual balance. Once credited, the donation becomes irrevocable. A donor terminating for any reason shall be paid for pledged but unused leave time.
- f. Management employees may only receive donations from management employees. A non-management employee may not receive donations from a subordinate employee where a direct supervisor/subordinate relationship exists. Any exception to this paragraph must be approved by the City Manager or designee.

- g. To be eligible to use donations, an employee must:
- (1) be incapacitated and unable to work due to a prolonged non-industrial illness or injury which is estimated to last for at least thirty (30) calendar days;
  - (2) have exhausted all usable leave balances, including sick leave;
  - (3) be on an approved leave of absence.
- h. All donated hours must be used on a continuous and uninterrupted basis and will be paid at the rate of pay and normal work schedule of the recipient, along with all usable hours accrued, until the earliest of the following events occurs:
- (1) All leave balances, including both donated and accrued leave, are exhausted; or
  - (2) The employee returns to work at his/her normal work schedule; or
  - (3) The employee's employment terminates.
- i. Donations received while a recipient is still utilizing previously donated and related accrued leave time may be used immediately thereafter.
- Hours donated subsequent to exhausting all donated hours shall be accumulated and utilized along with related accrued leave hours in amounts equal to the recipient's normal bi-weekly work hours.
- j. Used donated leave time shall count toward the application of City service and benefits in the same manner as when the employee is on paid vacation leave.
- k. Used donated leave time shall be subject to the recipient's normal payroll deductions.

#### 4. Definitions

- 4.1 For the interpretation of this policy, the following words and terms shall be construed as stated:

Catastrophic - A medically certified condition in which the employee is incapacitated and unable to work due to a prolonged non-industrial illness or injury which is estimated to last for at least thirty (30) calendar days.

Pledged Hours - Vacation, holiday credit, management leave, and compensating time off hours which one employee agrees to give to another employee to use for catastrophic leave.

Donated Hours - Pledged vacation, holiday credit, management leave, and compensating time off hours which have been used by the recipient.

Usable Hours - Vacation, holiday credit, management leave, and compensating time off hours which have been credited to an employee and are available for use.

5. Procedures

- 5.1 Pledges for donated hours will be made by the donating employee on a City provided form (Attachment 1) and forwarded to the Department of Finance, Accounting-Payroll Section.
- 5.2 All donated hours will be kept in a pledge status until the hours are used by the recipient. Donated hours will be used in the order received.
- 5.3 Accounting-Payroll Section will request confirmation from the Department of Personnel that the recipient employee is qualified to receive donation pledges.
- 5.4 The Department of Personnel will authorize the Accounting-Payroll Section to change the recipient employee's status from leave of absence to active status while donated hours are utilized.
- 5.5 Accounting-Payroll Section will deduct donated and used leave hours from the donor's leave balances when such hours are used by the recipient and notify the donor that donated hours have been transferred to the credit of the recipient.

6. Extension of Probationary Period

- 6.1 Rule 7.4, Extension of Probationary Period, of the Rules and Regulations of the Civil Service Board shall apply to the full period of the approved leave of absence, including paid catastrophic leave periods.