

CITY OF YREKA
POLICY AND PROCEDURES
CATASTROPHIC LEAVE POLICY

The City Manager may approve employee request(s) for Catastrophic Leave. Catastrophic illness or injury is a severe illness or injury where the employee is expected to be incapacitated for a minimum of sixty (60) days after he/she has fully exhausted all of his/her accumulated paid leave time (e.g., sick leave, vacation, holiday, and CTO). Catastrophic illness or injury is further defined as a debilitating illness or injury of an employee's spouse, or legally dependent child because the employee is expected to be off work specifically to care for their spouse or legally dependent child for a minimum of sixty (60) days after the employee has exhausted all of his/her accumulated paid leave. An employee's job related illness or injury subject to workers' compensation coverage shall not be eligible for this catastrophic leave provision. This leave does not extend any Family-Medical Leave Act and California Family Rights Act, and is to run concurrently with any such benefit.

The City Manager may request medical documentation stating the employee is unable to perform their job and return to work. The City Manager may request documentation that the family (member) is still injured or ill. The decision of the City Manager may not be appealed, nor will any decision of the City Manager relative to Catastrophic Leave establish a precedent of any kind.

Purpose:

The purpose of this policy is to provide a means by which employees of the City may donate their accrued compensatory time, vacation leave, or sick leave to a co-employee who has suffered a catastrophic injury or illness and has inadequate paid leave available during the expected duration of the injury or illness before the employee is eligible for the City's disability benefit payable after 90-days.

Donation of Compensatory Time:

Any employee may donate all or any part of their accrued compensatory time to a co-employee who has suffered a catastrophic injury or illness.

Donation of Vacation Leave:

Any City employee may donate accrued vacation leave to a co-employee who has suffered a catastrophic injury or illness provided, however, the contributing employee shall maintain a balance of accrued vacation of not less than 40 hours.

Donation of Sick Leave:

Any employee may donate sick leave to a co-employee who has suffered a catastrophic injury or illness **up to 5 days accrued sick leave** provided, however, any such contributing employee shall maintain at least 12 days of accrued sick leave for their own use. The contribution of sick leave is limited to one donation per co-employee per 12-month period so as to assure that the contributing employee maintains their own sick leave account in the event they suffer a catastrophic injury or illness.