



Santa Cruz Consolidated  
Emergency Communications Center

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COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE

Policy No: 1270  
Date Issued: August 4, 1994  
Date Revised:

APPROVED:

*Susan Westman*  
Board Chairperson

SUBJECT: CATASTROPHIC LEAVE - VOLUNTARY TIME DONATION PROGRAM

1. The purpose of Catastrophic Leave is to assist employees who have exhausted paid time credit due to serious or catastrophic illness, injury or condition of the employee or a member of their Immediate Family (as defined by Policy No. 1010, Personnel System).

1.1 This policy allows other employees to make grants of time to an affected employee so that they may remain in paid status for a longer period of time, thus partially reducing the financial hardship of such illness, injury or condition.

2. Upon request of an employee and approval by the General Manager, vacation and/or administrative leave credits may be transferred from one employee or more employees (donating employees) to another employee (receiving employee).

3. A receiving employee may participate in the program under the following conditions:

3.1 The receiving employee is on an approved leave in accordance with Policy No. 1290, Leaves of Absences;

3.2 The receiving employee is a permanent full or part-time employee;

3.3 The receiving employee (or member of the employee's Immediate Family) has sustained a life threatening or debilitating illness, injury or condition;

3.3.1 The General Manager may require that a condition be confirmed by a doctor's report.

3.4 The receiving employee has exhausted, or will exhaust all paid time off; and,

3.5 The receiving employee must be prevented from returning to work for at least thirty (30) days.

4. The donation and transfer of paid time credits are subject to the following guidelines and conditions:

4.1 The total donated leave credits received by an employee shall not exceed one thousand (1,000) hours.

4.2 Sick Leave and/or Compensatory Time credits may not be donated.

4.3 Donated time will be converted from the type of time given (i.e., vacation or administrative leave) to sick leave and credited to the receiving employee's sick leave time balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee.

4.4 Donations must be a minimum of four (4) hours and, thereafter, in whole hour increments.

4.5 Donations are irrevocable.

4.5.1 The General Manager shall return donations which exceed the maximum amount as defined in paragraph 4.1.

4.5.2 The General Manager may return donations once adequate donations to cover the affected employee's hardship have been collected.