

ADMINISTRATIVE CIRCULAR NO. 37
Office of the Executive Director, Human Resources

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 4, 2018

To: All Employees in the Office-Technical and Business Services (OTBS), Operations-Support Services (OSS), and Paraeducators (PARA) Bargaining Units

Subject: CLASSIFIED CATASTROPHIC LEAVE BANK OPEN ENROLLMENT DONATION PERIOD

Department and/or Persons Concerned: All employees in the OTBS, OSS and PARA Bargaining units

Due Date: Enrollment period January 1 – 31, 2018

Reference: Collective Negotiations Contracts with the California School Employees Association (CSEA), Chapters 724, 759, and 788

Action Requested: Please print and post a copy of circular. Employees must return the attached form to continue to participate in the Classified Catastrophic Leave Bank or fill an electronic form at this link: <https://goo.gl/forms/Y4KoAYBzeMssFI263>

Brief Explanation:

January 2018 is the **annual** open enrollment period for permanent employees who wish to participate in the Classified Catastrophic Leave Bank. Employees in the (OTBS), (OSS), and (PARA) bargaining units must annually donate a minimum of one (1) or more days of full salary sick leave or one (1) or more days of full salary vacation day to the bank in order to be a member of the Bank for the calendar year. The purpose of the Classified Catastrophic Leave Bank is to create a bank of donated sick and vacation leave days which may be used by unit members suffering from a catastrophic illness or injury.

The attached material provides detailed information regarding the Classified Catastrophic Leave Bank. If you wish to participate in the program, please complete the attached enrollment donation form and return it to the Human Resource Services Division, Room 1241, or complete electronic form at the link above (use Firefox or Chrome Browser) during the open enrollment period, which ends January 31, 2018. It is the responsibility of the employee to make an annual donation to the Bank in order to maintain membership.

Questions regarding this program are to be directed to Gloria Rangel at (619) 725-8172 or by e-mail to grangel@sandi.net

APPROVED:



Acacia Thede
Executive Director, Human Resources

AT:gr
Attachments (2)
Distribution Lists: L

San Diego Unified School District Human Resource Services Division

Classified Catastrophic Leave Bank Information

- ***What is the Classified Leave Bank?***

The Classified Catastrophic Leave Bank is a “Bank” of donated sick leave or vacation days which may be used by employees who are suffering from a catastrophic illness or injury.

- ***What is the history of the Classified Catastrophic Leave Bank?***

As a result of agreements with the California School Employees Association (CSEA), Chapters 724, 759, and 788, the initial open enrollment period for donations to the Bank was held in October 1999. Over 21,775 employees have now donated close to 200,322 hours of sick or vacation leave to the Bank. Since the program began, approximately 816 employees have been recipients of donated leave enabling them to remain in a full paid status while absent from work for various serious medical situations for up to 40 work days.

On November 13, 2007, a Memorandum of Understanding was adopted by the Board of Education and ratified by the Classified School Employees Association (CSEA) which resulted in changes to the collective bargaining agreement regarding donations and withdrawals from the Bank.

- ***What is a catastrophic illness or injury?***

A catastrophic illness or injury is defined as a severe or incapacitating illness or injury that is expected to continue for an extended period of time and prevents the employee from reporting for duty. Employees who may not perform their regular duties, but who are able to perform alternate duties or modified work will not be eligible for catastrophic leave unless the District is unable to provide such alternative or modified work.

Employees receiving compensation while ill or injured under Workers’ Compensation provisions are not eligible to withdraw days from the Bank until exhausting such benefit.

Donations to the Classified Catastrophic Leave Bank

- ***How do employees make a donation to the Classified Catastrophic Leave Bank?***

The employee who wishes to participate in the Classified Catastrophic Leave Bank must donate one (1) full salary sick leave day or one (1) full salary vacation day to the bank ***annually***, in order to be a member of the Bank for the calendar year in which the donation is made.

In order to be a member of the Bank, the unit member must be a permanent employee of the district. ***Probationary employees are not eligible for membership.***

It is the responsibility of the employee to make an annual donation to the Bank in order to maintain membership.

- ***Is there a minimum or maximum donation?***

For membership in the Bank, an employee must donate at least one (1) full-salary sick leave day or one (1) full-salary vacation day **annually**, in order to be a member of the Bank for the calendar year in which the donation is made. For employees who are working less than full-time, the hours donated will be prorated accordingly. While there is no maximum number of days that can be donated, employees are encouraged to be cautious in making large donations of sick leave that they may need for their own use in the future or wish to convert to service credit to improve their monthly pension benefit under Public Employees' Retirement System (CalPERS) upon retirement.

- ***Is this an annual donation?***

Yes. Donations will be solicited annually during the month of January, for membership during that calendar year (January through December). However, nothing precludes any eligible permanent employee from donating to the Bank at any time. If an employee elects to donate to the Bank at a time other than the annual open enrollment period of January, the employee will be a member of the Bank for one (1) year from the date in which the donation form was received in Human Resources.

- ***If an employee chooses to make a donation of sick or vacation leave to the Bank, may the donation be designated to assist a specific employee?***

All donations of sick or vacation leave are general donations, and may not be designated for any specific recipient.

- ***When an employee donates to the Classified Catastrophic Leave Bank, will his/her eligibility for the annual attendance incentive program (if applicable) be affected?***

No, donating sick leave days to the Bank will not affect the attendance incentive program (if applicable).

- ***Will district employees, other than those in the OTBS, OSS, and PARA bargaining units, be permitted to donate or request a credit of sick leave from the Bank?***

No. The employees in the certificated, school police services bargaining units, non-represented management and confidentials have negotiated a separate catastrophic leave bank to which they may donate.

- ***What does an employee need to do to donate to the Classified Catastrophic Leave Bank?***

The employee must complete the attached form authorizing the district to debit the employee's sick leave or vacation account and credit the Classified Catastrophic Leave Bank with the number of days specified on the enrollment/donation form. **Employees may submit the form electronically at this link: <https://goo.gl/forms/Y4KoAYBzeMssFI263> (must use Firefox or Chrome Browser) or complete the form and return it as soon as possible to Gloria Rangel, Human Resource Services Division, Eugene Brucker Education Center, Room 1241, by January 31, 2018**

An annual donation is required to maintain membership.

Withdrawals from the Classified Catastrophic Leave Bank

- ***If an employee is suffering from a catastrophic illness or injury, what benefits are available from the Bank?***

Once an employee who is suffering from a catastrophic illness or injury has exhausted all full paid leaves (including all full-salary sick leave and vacation), the employee may request to withdraw up to 20 days of full-salary sick leave from the Bank, which may be used prior to exhausting their half-salary sick leave benefits. At the end of the 20-day period, an additional 20 days of full-salary sick leave may be requested only after the unit member has exhausted all half-salary sick leave benefits, for a maximum of forty (40) days to be used per catastrophic illness or injury.

- ***Does an employee have to be a member of the Bank to request a credit of full-salary sick leave from the Bank?***

Yes. An employee will not be eligible to receive sick leave credit from the Bank unless he/she has donated at least one (1) day of full-salary sick or one (1) day of full vacation leave to the Bank **annually**. Employees must initially be a member of the Bank for at least one-hundred and twenty (120) calendar days prior to being approved to withdraw days from the Bank.

- ***What is the procedure for an employee who is suffering from a catastrophic illness or injury to request a sick leave credit from the Bank?***

The employee should request an application for withdrawal of days from the Bank. If the employee is not able to request/complete the form due to the seriousness of his/her illness or injury, then a family member with the legal authority to act on behalf of the employee may request/complete the application. All completed applications **must** be accompanied by the district form (Physicians Statement of Catastrophic Illness or Injury) that has been prepared and signed by a licensed physician of the State of California stating the nature of the catastrophic illness or injury and the anticipated number of days the employee will be absent from work. Forms for withdrawal of days from the Bank can be found at <https://www.sandi.net/staff/human-resources/human-resources-forms> Completed forms can be directed to Gloria Rangel, Human Resource Services Division, (619) 725-8172, Fax: (619) 296-7522 or by e-mail to grangel@sandi.net. All applications must be approved by a Human Resources Officer.

- ***What happens when an employee receives a credit of sick leave days from the Bank, but does not use all of the days?***

The unused days are returned to the Bank.

- ***Can an employee request a donation from the Bank to care for a family member who is suffering from a catastrophic illness or injury?***

No. Credits of sick leave may be used only for the catastrophic illness or injury of the employee.

Additional Questions or Information

- ***Whom do I contact for additional information?***

Please contact Gloria Rangel, Human Resources Specialist, Human Resource Services Division, Room 1241, at (619) 725-8172 or by e-mail to grangel@sandi.net.

**Catastrophic Leave Bank
Enrollment Donation Form**

Please **print** the following information:

Last Name: _____ **First Name:** _____ **M.I.** _____

Employee ID #: _____ **Job Title:** _____

Phone Number: _____ **email:** _____

Work Location: _____ **Work location number (4 digit):** _____

Check here if less than full-time employee.

I wish to donate _____ full-salary SICK leave day(s) to the Classified Catastrophic Leave Bank.
(Specify number of days)

I wish to donate _____ full-salary VACATION leave day(s) to the Classified Catastrophic Leave Bank.
(Specify number of days)

Authorization – Read Carefully

This is to request and authorize the San Diego Unified School District, Payroll Unit, to deduct the number of days specified above from my sick leave or vacation leave balance and transfer the day(s) to the Catastrophic Leave Bank. I understand that a minimum of one day of sick leave or vacation leave must be donated annually in order to qualify for membership in the Bank. I understand that the transfer of sick leave or vacation leave to the Catastrophic Leave Bank is irrevocable.

Signature _____ Date _____

Employees may submit this form electronically at this link:

<https://goo.gl/forms/Y4KoAYBzeMssFI263> or return this form to: **Gloria Rangel,**
Human Resources Specialist at Human Resource Services Division-Eugene Brucker Education
Center, Room 1241, located at: 4100 Normal Street San Diego, CA 92103 Phone- (619) 725-8172
Fax-(619) 296-7522

FOR DISTRICT USE ONLY: BU _____ Hours Avail _____ Status _____ Assignment % _____

Date Logged: _____ **Number of Hours** _____ **CTS or CTV**