

**Board Policy – Catastrophic Leave Policy**  
**Board Policy 4161.9**

BRIDGES School Board believes that we will provide a quality work environment for all employees.

**Catastrophic Leave Program**

When a catastrophic illness or injury incapacitates an employee or a member of his/her family for an extended period of time and the employee has exhausted all paid leaves of absence, other employees may donate accrued vacation and/or sick leave credits to that employee under the specific requirements of the district's catastrophic leave program.

When an employee or a member of his/her family experiences a catastrophic illness or injury which requires the employee to take time off from work for an extended period of time, and the employee has exhausted all available sick leave and other paid time off, he/she may request donations of accrued vacation or sick leave credits. In making such a request, the employee shall provide verification of the catastrophic injury or illness. Time may be donated only when such a documented request is on file with the school or BSA. The request must be renewed annually. (Education Code 44043.5)

Upon determination that the employee is unable to work due to his/her own or a family member's catastrophic illness or injury, any other employee, upon written notice to the Governing Board, may donate accrued vacation and/or sick leave credits to the requesting employee. Donations shall be given in workday equivalents only (i.e. if eight hours is a workday donated to a three-hour employee, those eight hours will count as the three-hour employee's entire workday). Employees may donate no more than five workday equivalents per school year per person requesting catastrophic leave. (Education Code 44043.5)

To ensure that employees retain sufficient accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than 20 days.

Upon resigning from the district, an employee may donate a maximum of five workday equivalents of accrued vacation and/or sick leave credits to the requesting employee.

All unused donated leave credit shall be given back to the donors in reverse order of contribution.

The Director shall ensure that all donations are confidential.

The employee who is the recipient of the donated leave credits shall use those credits within 12 consecutive months.

An employee who receives paid catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program.  
(Education Code 44043.5)

No donated sick leave may be accrued by the recipient for the purposes of retirement, vacation, or any other use beyond that of the original documented need request.

Donations made under the catastrophic leave program shall be strictly voluntary.

Legal Reference:

EDUCATION CODE

44043.5 Catastrophic leave