

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
ARTICLE 10, N. – CATASTROPHIC LEAVE PROGRAM

A “catastrophic illness” or “injury” means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee’s family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave and other paid time off.

“Members of the employee’s family” shall be limited to mother, father, grandmother, grandfather, or grandchild of the employee or the spouse of the employee, and the domestic partner (as identified by appropriate paperwork), son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or any relative living in the immediate house of the employee. (Education Code 44043.5(a)1)

The intent of this particular leave is to provide unit members economic relief for devastating personal health circumstances. Catastrophic leave may not be used for:

1. Elective surgery.
2. Personal necessity leave.
3. Normal pregnancy.
4. Substance Abuse Rehabilitation.
5. Bereavement.

A permanent employee may request up to one hundred (100) additional days of sick leave, in any twelve (12)-month period, as a result of a catastrophic illness or injury.

[An employee may only request these additional days, under this provision, once every five (5) years, if requesting additional days due to a family member’s illness.]

Whenever possible, an employee must submit a request for the additional days to Personnel Services at least fifteen (15) working days before he/she expects to exhaust all other available sick leave. The unit member is required to submit a physician’s verification to Personnel Services which clearly states the unit member is incapable of meeting the responsibilities of his/her normal work assignment due to devastating personal health circumstances.

The Assistant Superintendent, Personnel Services, shall determine if the illness or injury meets the appropriate criteria. If the Assistant Superintendent determines that the illness or injury meets the appropriate criteria than he/she will inform the Association President that an employee has requested catastrophic leave. The Assistant Superintendent, Personnel Services, shall arrange for a meeting of the Catastrophic Review Committee. The Catastrophic Review Committee shall consist of two (2) representatives appointed by the Association President and two (2) members appointed by the Superintendent or his/her designee.

Upon notification by the Review Committee, the Association shall contact unit members and request that they donate up to five (5) of their personal sick leave days for use by the employee requesting the catastrophic leave. Unit members with fewer than ten (10) days of accumulated sick leave days are not eligible to contribute sick leave days to the Catastrophic Leave Program. All donated sick leave days must be for full days. Unit members will authorize their donation on a signed Association form.

The Association will hold a lottery, assign each donor a number, and prepare a list that will be sent to the Assistant Superintendent, Personnel Services. The Association will submit the signed forms of unit members donating sick leave days to Personnel Services. Each eligible donor on the list will be charged a day as it is used.

At the end of each catastrophic leave, the Payroll Department will return a copy of the list to the Association, indicating the number of days actually used and to whom they were charged. The Association will then notify all unit member donors of their status. Unused days will be returned to the unit member at the conclusion of the catastrophic leave for which they were donated.

Excerpt from the Contract of Agreement between the Conejo Valley Unified School District and the Unified Association of Conejo Teachers, California Teachers Association, 2007-2010, Article 10, N., Page 30-32.