

Title/Subject: **SERIOUS AND CATASTROPHIC LEAVE (SCL) BANK**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: January 1, 2008

Contact for More Information: Employee Relations

Board Policy Administrative Policy Procedure Guideline

BACKGROUND:

This consolidated procedure applies to the following employee groups:

- Office Professional (OP)
- Professional & Administrative (PA)
- Senior Officers (SO)
- Supervisory/Technical (ST)

Each participating employee group will maintain a separate Serious and Catastrophic Leave (“SCL”) bank, which will be administered by a separate “SCL” committee.

PURPOSE:

These banks have been established so that qualifying individuals who have exhausted all paid leave, including sick, vacation, personal, and accrued compensatory time may apply for supplemental paid time off to attend to their own, or a family member’s, catastrophic illness.

DEFINITIONS:

Serious and Catastrophic Leave (SCL):

A condition qualifying for this leave is one that is a serious and catastrophic, incapacitating/debilitating physical or mental condition necessitating continuing treatment by a health care provider (HCP). Examples may include, but are not limited to cancer treatments, heart conditions, stroke, or recuperation from a near fatal accident or injury.

This program covers serious and catastrophic illnesses of the employee, or their immediate family member, when they require the employee’s absence from work. Immediate family for purposes of this program is the same as that defined in the CMU Family Medical Leave Policy (see <http://www.cmich.edu/Documents/General%20Counsel/manual/p04003.pdf>).

Authority: M. Rao, President
History: Various, for different employee groups
Indexed as: Catastrophic Leave; Leave – Catastrophic; Sick Leave Bank

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PROCEDURE:

Contributions to the Serious & Catastrophic Leave Bank:

Central Michigan University will request donations of vacation hours to the SCL Banks twice a year (March & September) via email through the CMU List Serv (and by posting information by Service Maintenance Time clocks). Employees will have two pay periods in which to donate vacation hours. Donations must be in 1 hour increments and cannot exceed an employee's available time. There will be no limit on the amount of time an employee may donate to the bank. All donations are final.

Any employee with a vacation balance may donate time as outlined above. The desire to donate time must be indicated on the employee's timesheet, and signed by the employee. Employees using electronic time reporting (such as Timelink) must provide written donation information to their supervisor or departmental payroll clerk for processing.

Employees may donate to any or all leave banks, but must indicate to which bank(s) the donation is being made. For donations split between or among more than one SCL bank, the donation must specify the number of hours to be applied to each bank.

Employees who are leaving the university through retirement or voluntary resignation may make a donation of vacation hours in their final pay period of work, but the donation of hours must be communicated to their supervisor and payroll before payroll is run for that pay period. Retiring or resigning employees who follow appropriate notice of separation procedures are eligible to be paid out up to 160 hours of vacation at the time of separation and may donate all or a portion of that vacation payoff balance to any SCL fund without regard to the time limits for the customary donation periods described above.

Eligibility for Serious & Catastrophic Leave:

Employees meeting the following criteria are eligible to apply for Serious and Catastrophic Leave:

1. Employees must have successfully completed twelve (12) months of employment and 1250 hours of service;
2. Employees must have exhausted all paid leave, including sick, vacation, personal, and accrued compensatory time;
3. When the SCL is used for a family member, the employee must have exhausted their annual Family Sick Leave allotment, all vacation, personal and any accrued compensatory time;
4. Employees must not have been formally disciplined during the twelve (12) months immediately preceding application for leave under the Serious and Catastrophic Leave Policy;
5. Employees must be on an approved medical leave of absence in accordance with the appropriate staff handbook or contract unless the leave is for an approved family member. The medical leave of absence must be due to the employee's or family member's serious health condition requiring the employee to be in an off work status. The absence must be supported by qualifying adequate written medical documentation;

Employees receiving workers compensation benefits, income replacement through short-term disability, or long-term disability are ineligible to receive paid sick leave through this Serious and Catastrophic Leave Bank.

Administration of Serious & Catastrophic Leave:

Each SCL bank will be administered by an SCL Committee. Each committee consists of five (5) members: three (3) representatives from the relevant employee group; one representative from Employee Relations; and one representative from Payroll. The SCL committee chair will be the Employee Relations representative, who will preside over committee meetings, and ensure that records of leave applications and final decisions are maintained.

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The SCL Committee will receive and act upon all applications for SCL submitted by eligible employees. The decision of the SCL Committee shall be final.

Once approved by the committee, the approved application will be sent to payroll for processing with copies to the applicant and his/her supervisor and the benefits office. A copy of a denied application will be sent to the applicant and his/her supervisor.

A member of the committee or the chair or designee will inform the applicant of the status of the application within 7-10 working days from the receipt of the application;

Benefits:

1. Employees approved for leave under this policy will be considered to be in paid status.
2. While on paid leave, employees will continue to accrue sick and vacation hours at their established accrual rate.
3. The accrued sick and vacation hours, however, will be utilized in combination with SCL Bank hours to ensure the employee receives their regular pay for the period approved by the SCL Committee.
4. Employees receiving a medical release for return to work on a part-time basis (i.e. fewer hours per day per week than the regular work schedule), may continue to use donated leave for the balance of the regular work schedule until medically released for full duty.
5. The maximum number of hours an employee can request, from the Leave Bank in a calendar year is 80 hours, which shall be paid at his or her current base rate of pay and in accordance with his or her normal work schedule. An additional amount of up to 40 hours may be granted at the discretion of the SCL committee in cases of extreme need and/or if doing so would help the employee reach disability eligibility without going into unpaid status.
6. The maximum number of catastrophic leave hours an employee can receive from his or her SCL employee group bank is 240 for each period of continuous CMU employment.
7. Allocations for part time employees will be prorated based on the employee's work schedule ratio to a full time appointment.
8. Hours approved are subject to the amount of hours available in the leave bank.

Guidelines:

1. A "Serious and Catastrophic Leave Bank" Application must be completed and submitted at least ten (10) working days prior to the anticipated expiration of all leave time;
2. Application must be completed and signed by:
 - A) Employee or his/her designee*, and
 - B) Employee's Supervisor or his/her designee (the Supervisor may add his or her comments to the application for the benefit of the committee's review process).
3. Required medical verification from the health care provider shall include diagnosis, prognosis, treatment plan, nature of debilitation and anticipated duration of illness and must accompany the application; submitted materials will remain under control of Employee Relations and will be kept in segregated files on completion of the application review process.

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4. The completed application shall be submitted to Human Resources, Employee Relations, Rowe 112;
5. The appropriate employee group SCL committee will be notified by Human Resources upon receipt of the application;
6. All applications for Serious and Catastrophic Leave shall be confidential.

*A designee is a person that has been named by the employee/applicant to represent the interests of the employee (documentation may be required).

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.