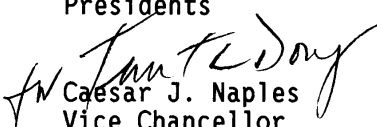


THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275  
(213) 590- 5585

Code: FSR 91- 19

Date: September 20, 1991

To: Presidents

From:  Caesar J. Naples  
Vice Chancellor  
Faculty and Staff Relations

Subject: CATASTROPHIC LEAVE DONATION PROGRAM -- NONREPRESENTED EMPLOYEES

The CSU Board of Trustees adopted the catastrophic leave donation program for nonrepresented employees at their September 11-12, 1991 meeting. Therefore, the catastrophic leave program that is currently available to represented employees is now extended to nonrepresented employees. Any employee at a campus or the Chancellor's Office may now donate and receive leave credits within the same campus or the Chancellor's Office.

Participating employees are limited to a maximum of 16 hours donation per fiscal year. In determining the donation limit, the controlling date is the date the donation is pledged, not the date the donation is actually transferred to the recipient. For your information, FERPs may participate in the program even while they are on non-pay status.

Please refer to the attachment for catastrophic leave program regulations. If you have any questions, please contact Cathy Robinson, Pat Burbank or Sally Cecil of my staff at (213) 590-5585.

CJN/sc

Attachments

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**Distribution:**

Vice Presidents, Academic Affairs	
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Personnel Officers	Affirmative Action Officers
Auxiliary Organization	Chancellor's Office Staff

TITLE V ADDITION

Article 4.2. Catastrophic Leave Donation Program

42930 Purpose.

An employee who accrues vacation or sick leave credits may voluntarily donate either of those credits to another employee on the same campus, or, for employees in the Office of the Chancellor, to another employee in the Office of the Chancellor. To qualify, the recipient employee shall have exhausted all accrued leave credits due to catastrophic illness or injury that has totally incapacitated the employee from work. "Accrued leave credits" include credits for sick leave, vacation, and compensating time off.

42931 Definition of Catastrophic Leave.

A catastrophic illness or injury is one which has totally incapacitated the employee from work. Catastrophic illness or injury may also include an incapacitated member of the employee's immediate family if this results in the employee's being required to take time off for an extended period of time in order to care for the family member and the employee has exhausted all accrued compensating time off and vacation credits and all accrued sick leave credits which may be used for family care. Only donated vacation credits may be used for such family care catastrophic leave.

42932 Participation and Eligibility.

An employee, the employee's representative or the employee's family member shall request the employee's participation and provide appropriate verification of illness or injury as determined by the employee's appointing authority. The appointing authority shall determine eligibility to receive donations of vacation and sick leave credits. An incapacitated employee may elect to defer a request to participate during a period of Industrial Disability Leave eligibility.

42933 Donations.

(a) Only vacation and sick leave credits may be donated. Employees may donate a maximum of sixteen (16) hours of leave credits per fiscal year in increments of one hour or more. Donations are irrevocable. Donated leave credits may be used only to supplement Industrial Disability Leave, Nonindustrial Disability Insurance or Temporary Disability payments from the State Compensation Insurance Fund upon the application for these benefit(s) by an eligible employee. The total amount of leave credits donated and used may not exceed an amount sufficient to ensure the continuance of the employee's regular monthly rate of compensation.

(b) The total donated leave credits shall normally not exceed an amount necessary to continue the employee for three calendar months calculated from the first day of catastrophic leave. The appointing authority may approve an additional three-month period in exceptional cases. The leave shall not be deemed donated until actually transferred by the campus recordkeeper to the record of the employee receiving leave credits. Such transfer shall be accomplished at the end of a pay period, and credits shall be transferred in the order of the dates actually pledged.

(c) For employees whose appointments have not been renewed, donated time may not be used beyond the employee's appointment expiration date in effect at the beginning of the disability.

(d) Unused donated leave credits may not be used to receive service credit following a service or disability retirement.