

# Catastrophic Leave Bank

## General Information

The CCFT Catastrophic Leave Bank is a bank of sick leave credits to which Cuesta College faculty members who are Bank members can donate to and subsequently draw from if they do not have enough sick leave or other paid leave to cover their absences in case of certain major illnesses or other uses of sick leave, pursuant to Education Code 87045.

The entire Catastrophic Leave Bank provisions are contained in Appendix D of the CCFT/District contract. *It is the responsibility of the faculty member to become fully knowledgeable of the provisions of the Catastrophic Leave Bank.*

Below are some of the highlights of the Catastrophic Leave Bank provisions. Refer to Appendix D of the CCFT/District contract for details and other information.

1. Participation in the Catastrophic Leave Bank is for Cuesta College faculty members, is voluntary, and is not subject to CCFT membership.
2. **Only** those faculty members who actively contribute to the Bank may utilize it. (See number 5 below.)
3. Donations to the Bank can begin at **any time** of the academic year. Faculty members who contribute during the open enrollment period (July 1 to October 1) can request use of the Bank immediately after donating to it; others must wait 30 workdays before requesting use of the Bank.
4. Donations must be in increments of days of sick leave (e.g., one day, two days, ten days, etc.) and must be at least one sick leave day annually. Part-time faculty members' "days" will be **pro-rated** based upon the percentage load for that faculty member for each subsequent semester employed by Cuesta College.
5. Donations by a faculty member automatically occur annually through accrued sick leave balance deduction by the Human Resources office until CCFT receives authorization in writing by the faculty member to cancel the donations.
6. A faculty member who  **Cancels** his/her annual donations may **not** utilize the Bank. However, a faculty member may rejoin the Bank later and apply for sick leave credits in the same manner as any new Bank member. Donations to the Bank are **not refundable** to an individual faculty member, even if he/she resigns from the Bank, unless the entire Bank is dissolved.
7. A faculty member requesting use of the Bank is responsible for providing the **necessary medical information** to verify the existence of the catastrophic illness. The CCFT Catastrophic Leave Bank Oversight Committee (comprised of CCFT members) is responsible for examining the medical information to determine the existence of a catastrophic illness, for determining whether to grant or deny a faculty member's request to utilize the Bank, and for determining the amount of sick leave credits granted in units of up to 30 days. A faculty member can appeal the Bank Committee's decision to the CCFT Executive Board.