



Catastrophic Leave Bank Enrollment FAQ's

What is the Catastrophic Leave Bank? The CLB is a bank of sick leave credits to which Cuesta College faculty members who are Bank members can 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.

Why join the CLB? Being a CLB member will allow you to receive extended sick leave benefits if you have a major illness or injury, or if you must take time off to care for an immediate family member, even though your accrued leave time is exhausted.

Do I need to be a CCFT member to join? No, you do not have to be a union member; any Cuesta College faculty member may join the CLB.

Who may access CLB funds? Only Bank members are eligible to access the Bank. If you do not join, you cannot apply for CLB funds.

How do I join the CLB? You join by submitting a completed *Sick Leave Balance Deduction Authorization* form (available on the CCFT Website or from CCFT Secretary M. Basti, Health Education/PE Dept. Room 1315, ext. 2700) stating you are donating a portion of your accrued sick leave balance on an annual basis.

When may I join the CLB? You may join at any time. If you join during an open enrollment period, you will be eligible to apply for CLB funds immediately. If you join at another time, you must wait at least 30 workdays after joining before you may apply for Bank funds.

When is the open enrollment period? July 1 to October 1. However, employees not assigned during this period and new hires have 30 days from the first day of regular duty to make an initial contribution to the bank and be eligible immediately to apply for funds.

How many days should I contribute to the CLB? Donations must be in increments of days of sick leave and at least one sick leave day annually. Most members contribute one sick day per year (pro-rated for part-time faculty). Currently, the donation is being deducted just one time (not yearly). If the amount in the CLB falls below a specified level, then donations will be deducted annually until the amount in the CLB is at the necessary level.

How are donations deducted? Donations are automatically deducted by the Human Resources office until CCFT receives your authorization to cancel the donations.

What if I cancel my donations? If you cancel your annual donations, you may not utilize the bank. However, you may rejoin the Bank later. Donations to the Bank are not refundable to individual faculty members unless the entire Bank is dissolved.

How do I apply for Bank funds? You must obtain 3 forms from the CCFT Secretary: 1) Employee's Statement, 2) Physician's Statement, and 3) Verification of Use of Sick Leave. You are responsible for returning all 3 forms completely filled out to the CCFT Secretary. The CCFT CLB Oversight Committee will then meet and 1) review the request, 2) determine whether to grant the request and, 3) determine the amount of sick leave credits you are eligible for. The CLB Committee's decision can be appealed to the CCFT Executive Board.

Where can I find more information? See Appendix D of the CCFT/District Contract or Contact CCFT Secretary M. Basti, Health Education/PE Dept., Rm.1315, ext. 2700