

GUIDELINES AND ADMINISTRATIVE PROCEDURES FOR CATASTROPHIC SICK LEAVE

1. Extended leave requirements must be met before the Sick Leave Bank Committee will review a catastrophic request. (See policy 5.10.2 for definition of extended leave)
2. An employee may request catastrophic sick leave when the employee anticipates being out of work for 16 or more consecutive work days.
3. To request catastrophic leave, a "Request for Catastrophic Sick Leave" form must be completed, along with a "Physician's Statement" form, and returned to the Payroll Department in the Central Office before the employee will need the use of Catastrophic Sick Leave days.
4. The Sick Leave Bank Committee will review each request for Catastrophic Sick Leave to determine if the request qualifies as a catastrophic illness. The employee will be notified in writing of the decision of the committee. **All decisions of the Sick Leave Bank Committee are final.**
5. Donated catastrophic sick leave will be used in the order it was received by the Payroll Department.
6. Once an employee has returned to work, any days remaining will be used to repay the Sick Leave Bank. After the sick leave bank has been repaid, any remaining days will revert to the donor(s).
7. If an employee is not a member of the sick bank and finds himself/herself in need of catastrophic leave, the employee will not be eligible to request such leave. Employees are allowed to join the bank at the beginning of employment, in January and in September of each year. According to Code of Alabama Act Number 99-581, "an employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days."
8. An employee who is a member of the sick leave bank may donate a number of days (up to 30) to a specific employee. The employee who wishes to donate days should complete a "Catastrophic Sick Leave Transfer Authorization" form and return to the Payroll Department at the Central office.
9. Names of employees who donate sick leave to another employee will not be disclosed.
10. Used donated catastrophic sick leave days will not be repaid to donating employees.