

Article 17. CATASTROPHIC LEAVE

The district and the Association agree that Catastrophic Leave shall be handled in the following manner:

Section: 17.01 Definitions

For the purposes of the Catastrophic Leave Program, the following definitions apply:

- (a) In order to qualify for catastrophic leave the employee must be unable to work any hours.
- (b) Catastrophic Illness or Catastrophic Injury means an illness or injury that incapacitates or is expected to incapacitate an employee for an extended period of time or that incapacitates a member of the employee's family whose incapacity requires the employee to take time off from work for an extended period of time to care for that family member.
- (c) Eligible Leave Credits mean vacation leave and sick leave accrued under Education Code Sections 44978 and 45191 to the donating employee.
- (d) Eligible Employee means an employee covered by this Agreement.
- (e) Member of the Family as defined in Article 16 of this Agreement.

Section 17.02 Eligibility

- (a) In order to qualify for catastrophic leave the employee must be unable to work any hours
- (b) A District employee may receive donated eligible leave credits for catastrophic illness or injury if all of the following requirements are met:
 - i) The employee who is, or whose family member is, suffering from a catastrophic illness or injury must submit a request, found in the Appendix, to the CSEA Catastrophic Leave Committee that eligible credits be donated.
 - ii) The employee must provide verification of catastrophic injury or illness to the satisfaction of the CSEA Catastrophic Leave Committee.
 - iii) The CSEA Catastrophic Leave Committee must determine that the employee is in fact unable to work due to the employee's, or his/her family member's catastrophic illness or injury.
- (c) The employee requesting donated eligible leave credits must exhaust all of his/her earned paid leave prior to receiving donated eligible leave credits and must use any leave he/she continues to accrue on a monthly basis as it accrues prior to receiving eligible paid leave under the Catastrophic Leave Program.

	a total of Seventy (70) semester units/or equivalent	
An additional fifty dollars (\$50) per month will continue if:	Ten (10) semester units or equivalent are completed making a total of Eighty (80) semester units/or equivalent	24 months for all employees**
An additional fifty dollars (\$50) per month will become permanent if	Ten (10) semester units or equivalent are completed making a total of Ninety (90) semester units/or equivalent	Stipend becomes permanent if the units have been completed while employed with the Lancaster School District
An additional fifty dollars (\$50) per month will continue if:	Ten (10) semester units or equivalent are completed making a total of One Hundred (100) semester units/or equivalent	24 months for all employee**s
An additional fifty dollars (\$50) per month will continue if:	Ten (10) semester units or equivalent are completed making a total of One Hundred Ten (110) semester units/or equivalent	24 months for all employees**
An additional fifty dollars (\$50) per month will become permanent if	Ten (10) semester units or equivalent are completed making a total of One Hundred Twenty (120) semester units/or equivalent	Stipend becomes permanent if the units have been completed while employed with the Lancaster School District

****Effective on all units earned after January 1, 2020, the length of time stipend can be received, change all 20 month stipends to 24 months for all employees so 10 month employees receive the stipends for the full 24 months.**

Section 16.04 Part Time Employees

- (a) Employees working on a regular part-time basis shall receive a pro-rated amount of the payment described in Section 17.02 according to the relationship his/her workday bears to a full eight-hour shift.
 - i) Employees working six (6) hours or more will receive the full professional growth stipend.
 - ii) Employees working less than six (6) hours shall receive a pro-rated amount of the payment described in Section 17.02 according to the relationship his/her workday bears to a full eight (8) hour day.

Section 16.05 Professional Growth Window

- (a) Professional Growth Forms – Forms 300 must be submitted for approval to Human Resources prior to course enrollment. Form 400 must be submitted to HRS in order to receive the professional growth stipend.
- (b) Coursework must be submitted within twelve (12) months of the completion of the course in order to be considered for professional growth.

- (d) An employee's use of donated leave shall run concurrently with the extended leave (five school months or 100 workdays).
- (e) An employee out on leave who is receiving additional income from Workman's Compensation is not eligible to apply for catastrophic leave until his/her Workman's Compensation funding has ended.
- (f) The employee must have a need to continue his/her leave and must provide verification of the need for catastrophic leave to the satisfaction of the CSEA Catastrophic Leave Committee.
- (g) An eligible employee may use eligible leave credits for a period not to exceed twelve (12) consecutive months.
- (h) The CSEA Catastrophic Leave Committee may require verification of a unit member's continuing eligibility for catastrophic leave.
- (i) Employees are responsible for monitoring their own Catastrophic Leave.

Section 17.03 Procedure

- (a) If a unit member desires to contribute on a voluntary basis, a number of sick or vacation leave days/hours toward a specified unit member's need it is the responsibility of the unit member who is contributing said days/hour to fill out the necessary form (Appendix G) and submit the completed form to the District payroll department. The District will then transfer said number of days or hours authorized to the unit member in need.
 - i) Transfers will be made (on a pro-rated basis) according to the order they are received.

Section 17.04 Requirements

- (a) It is understood that those days or hours transferred from a unit member are lost to said unit member when said days or hours have been used.
- (b) Catastrophic leave or vacation leave applies only to unit members when all of his/her personal sick or vacation days or hours are used.
- (c) Any disputes arising over qualifying illness will be settled by consensus of the CSEA Catastrophic Leave Committee.
- (d) Appeals will be made to the CSEA Executive Board.
- (e) Catastrophic leave may not be used for any of the following reasons:
 - i) Elective Surgery
 - ii) Personal necessity leave except as stated in Article 16 of this Agreement.

iii) Normal pregnancy

- (f) CSEA Chapter # 297 (The Association) agrees to defend and indemnify the District against any grievance arbitration brought by any classified employee challenging the decision of the Catastrophic Leave Committee.
- (g) CSEA Chapter # 297 agrees the District's obligation and liability is limited to adding or reducing unit members' sick/vacation leave as per Article 16 and supplying the Association with accounting records necessary for the administration of the Catastrophic Leave Program.

CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION

Catastrophic Leave Request Form

I, _____ do hereby apply for
catastrophic leave as set forth in Article 17 of the Agreement between the Lancaster School
District and the California School Employees Association Chapter 297.

I submit this application for the following reasons:

Employee Signature

Date/Time

IMPORTANT: DOCTOR'S VERIFICATION MUST BE ATTACHED TO REQUEST