

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4261.9

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Catastrophic Leave

A catastrophic leave program is available to allow employees to donate available accrued paid leave benefits to another employee when that employee or a member of his/her immediate family suffers a catastrophic illness or injury and the employee has consumed all available paid leave benefits. (E.C. 44043.5)

Administrative regulations shall define the rules and procedures of this catastrophic leave policy.

When a member of an employee's immediate family has a catastrophic illness or injury as defined in the administrative regulations, all accrued paid leave benefits shall be available for use by the employee. (Normally, sick leave for care of immediate family is limited to the number of available personal necessity leave days.) "Other Entitlement" sick leave is not an accrued paid leave benefit and; therefore, is not available for family illness leave.

Immediate family as referenced in this section means the spouse, and the mother, father, grandmother, grandfather, grandchild, son, daughter, brother, or sister of the employee or spouse of the employee, or any relative living in the immediate household of the employee. The "step" equivalent of any of the above relatives shall also be considered immediate family. (E.C. 45194)