

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. 36

TITLE: CATASTROPHIC LEAVE

SECTION 1. GENERAL

- 1.1 Scope – Policy regarding catastrophic leave for higher education employees.
- 1.2 Authority - West Virginia Code §18B-9-10
- 1.3 Filing Date: April 6, 2006
- 1.4 Effective Date: April 6, 2006

SECTION 2. DEFINITIONS

- 2.1 A catastrophic illness or injury means a medically verified illness which is expected to incapacitate the employee and which creates a financial hardship because the employee has exhausted all sick and annual leave and other paid time off. Catastrophic illness or injury shall also include an incapacitated immediate family member. This occurs if the employee is required to take time off from work for an extended period of time to care for the family member and the employee has exhausted all sick and annual leave and other paid time off.
- 2.2 For the purposes of this policy, “employee” means:
 - 2.2.1 A classified or non-classified employee who is employed by a higher education governing board or by the Council; or
 - 2.2.2 A faculty member, as defined in WV Code Section 18B-18-1 who is eligible to accrue sick leave.
 - 2.2.3 Immediate family member is defined as: father, mother, son daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof.

- 2.2.4 Catastrophic Leave Procedure – method for direct transfer of sick or annual leave to an employee who has requested and been approved to receive leave donations due to a catastrophic illness or injury.

SECTION 3. PROCEDURES

- 3.1 An employee experiencing a catastrophic illness or injury as defined in this policy may request, in writing to the President, catastrophic leave. The request must be accompanied by a physician's statement that the employee is unable to work due to catastrophic illness or injury, indicating the probable duration of such incapacity.
- 3.2 The President, or her/his designee, will verify that the request meets all requirements of the policy. The employee will be advised of the approval/denial of the request.
- 3.3 All New River Community and Technical College employees will be notified of the request for catastrophic leave. Donor forms are available from the Human Resource Office. Confirmation of the donations will be provided to the donor and the Payroll Office. If a donor wishes to change her/his written notice of desire to donate, the change must also be submitted in writing and will be handled as expeditiously as possible upon receipt.
- 3.4 Any employee may, upon written notice to the Human Resources Office, donate sick or annual leave in one-day increments. Donations will be reflected as a day for day deduction from the sick or annual leave balance of donating employee. No employee shall be compelled to donate sick or annual leave.
- 3.5 An employee receiving the transfer of sick or annual leave shall have any time which is donated credited to such employee's account in one-day increments and reflected as a day-for-day addition to the leave of the receiving employee.
- 3.6 Use of donated credits may not exceed a maximum of twelve continuous calendar months for any one catastrophic illness or injury. The total amount of sick or annual leave donated may not exceed an amount sufficient to insure the continuance of regular compensation and shall not be used to extend insurance coverage pursuant to Section 12 Article 15 Chapter 5 of WV Code. An employee receiving donations of sick or annual leave shall use any leave personally accrued on a monthly basis prior to receiving additional donated sick or annual leave.
- 3.7 Transfer of sick or annual leave may be inter-institutional in accordance with policies of the appropriate governing board. New River Community and Technical College will be responsible for the administration of the sick or annual leave transfers of its employees.