

LEAVES OF ABSENCE**1.9.7****G. CATASTROPHIC LEAVE**

It is the policy of the City of Redlands to permit employees to contribute a portion of their accrued leave credit to another employee when such employee is on an approved leave of absence due to a verifiable illness or injury.

1. Provisions

Participation in the plan is voluntary.

For the purposes of this leave program, “catastrophic” shall be interpreted to include an illness or event which is devastating, unexpected, immediate in nature, and which is expected to preclude the employee from returning to work for an extended period of time. The City reserves the right to request supporting documentation.

The receiving employee must be or have been absent from work due to injury or illness and have exhausted all earned leave credits, including but not limited to, sick leave, vacation leave, holiday leave, comp time, executive leave, etc., and is, therefore, facing financial hardship. A determination on sick leave accruals shall be made on a case by case basis in accordance with the Family Medical Leave Act (FMLA).

The hours shall be deducted from the donor’s leave balance, converted to dollars and used to compensate the recipient at the recipient’s regular rate of pay.

Donations shall be listed in the order in which they are received by the Human Resources Department. Each pay period, a sufficient number of donor hours shall be converted and used to compensate the recipient. Unconverted donations shall revert to the donor.

If sick leave is contributed:

- The donor’s balance cannot drop below 200 hours; and,
- Sick leave hours donated shall **not** count as hours used for the purposes of sick leave buy back.
- Donations shall be made in whole hour increments. Donated hours are irrevocable.
- The recipient must have been employed with the City for at least six months of continuous service.
- Requests may be initiated by the employee or on behalf of the employee, recommended by the Department Head with the concurrence of the Human Resources Director and final approval by the City Manager.
- The total number of hours donated to an employee shall not exceed the length of the approved leave of absence.