

Voluntary Catastrophic Leave Sharing Program

I. Policy

The Catastrophic Leave Sharing Program permits temporary salary and benefits continuation for eligible employees who have exhausted all paid leave when an employee experiences a catastrophic illness or injury; an employee is needed to care for a family or household member who experiences a catastrophic illness or injury; or when an employee experiences a catastrophic event. Eligible UCSF Campus and Health employees, including eligible faculty members and non-faculty academics, may participate in the leave sharing program. Nothing in this program is intended to change current policy and practice regarding vacation leave, sick leave, or Paid Time Off (PTO).

II. Definitions

A. Catastrophic Illness or Injury

A catastrophic illness or injury is defined as a serious debilitating illness, injury, impairment, or physical or mental condition that is present for a minimum of seven calendar days and involves:

1. A period of illness or injury or treatment connected with inpatient care (e.g., an overnight stay) in a hospital, hospice, or residential medical care facility; or
2. A period of illness or injury requiring absence of more than seven calendar days from work, and that also involves continuing treatment by (or under the supervision of) a licensed health care provider; or
3. A period of illness or injury requiring absence of more than seven calendar days from work, and that also involves continuing planned medical treatment by (or under the supervision of) a licensed health care provider; or
4. A period of illness or injury (or planned medical treatment) due to a chronic serious health condition; or
5. A period of illness or injury that is long-term due to a condition for which treatment may be ineffective (e.g., stroke, terminal disease, etc.); or
6. An absence to receive multiple planned medical treatments (including any period of recovery from) either for restorative surgery (after an accident or other injury) or for a chronic condition (e.g., cancer or kidney disease).

B. Catastrophic Event

A catastrophic event is defined as follows:

1. The death of a family or household member; or
2. A catastrophic casualty loss suffered due to a terrorist attack, fire, or natural disaster.

C. Family or Household Member

The employee's spouse; domestic partner with whom the employee has executed a domestic partnership agreement; children (including children of the employee's domestic partner); parents; siblings; grandparents and grandchildren; step-relatives; in-laws; and relatives by adoption are included in the same basis as the above listed blood relatives and other persons residing in the employee's household for whom there is a personal obligation.

III. Eligibility

- A. Eligible regular status career employees, non-faculty academics, and faculty members who accrue vacation leave or PTO may donate accrued vacation or PTO hours to eligible recipients.
- B. An eligible recipient is an employee who:

Voluntary Catastrophic Leave Sharing Program

- has achieved career status and completed a probationary period (regular status), if one was required (not applicable to faculty members and non-faculty academics);
 - has provided appropriate verification of a catastrophic illness or injury or catastrophic event (e.g., medical certification of an employee's illness) to their designated approver in coordination with the applicable HR Representative;
 - has been granted a leave of absence in relation to a catastrophic illness, injury or event;
 - has exhausted all UCSF paid leave accruals (for faculty, this includes accruals provided under the Health Sciences Compensation Plan, as applicable);
 - does not have sufficient leave balances to meet the disability waiting period and/or is not receiving disability benefits;
 - does not have a pending Workers' Compensation claim or is not receiving workers' compensation temporary disability payments; and
 - requests and receives donated leave due to catastrophic illness, injury or event prior to the termination of the leave.
- C. Bargaining unit employees who meet the eligibility requirements listed in *Sections III.A and III.B* may participate in this voluntary catastrophic leave program if participation in a catastrophic leave program is specifically provided for in the provisions of their collective bargaining agreement.
- D. Based on the eligibility requirements, the following groups are ineligible to donate or receive donations under this program:
- Residents/Interns/Clinical Fellows;
 - Postdoctoral Scholars (Employees, Paid Directs, and Fellows);
 - Lecturers;
 - Volunteer Clinical Professors (APM 279)
 - Faculty and non-faculty academics who do not accrue vacation leave; and
 - Limited appointment, contract employees and temporary staff.

IV. Limitations

- A. The total amount of time an employee may remain off work on donated leave is six (6) continuous or non-continuous months within a twelve (12) month period.
- B. Only accrued vacation or PTO credited hours may be donated (donations cannot be made in advance of accrual).
- C. The minimum donation an employee may make is eight (8) hours and the maximum is forty (40) hours for a continuous leave period due to a catastrophic illness, injury or event.
- D. The maximum donated hours credited to an employee's catastrophic leave account is as follows:
- For eligible regular status career employees and non-faculty academics, the maximum donation credited to a recipient's leave account shall be the amount necessary to ensure continuation of the employee's regular salary during the employee's period of approved catastrophic leave.
 - For eligible faculty members, the maximum donation credited to the recipient's leave account shall be the amount necessary to ensure continuation of the employee's total negotiated salary (X+Y) during the employee's period of approved catastrophic leave.

Voluntary Catastrophic Leave Sharing Program

V. Transfer of Leave

- A. For the purpose of simplicity and auditable recordkeeping, accrued vacation or PTO credited hours shall be transferred hour for hour, regardless of differing pay scales.
- B. Donations will be voluntary, confidential, and irrevocable.
- C. An employee needing leave (recipient) will complete a [Request for Leave Donations Form](#) and submit it to their designated approver for approval and eligibility verification. The designated approver for regular status career employees is the department manager (or designee). The designated approver for faculty and non-faculty academics is the department chair or Organized Research Unit (ORU) director.
 - 1. The designated approver will work with Human Resources (UCSF Health Leave Management or campus HR Shared Services, as applicable) to verify that the employee meets the eligibility requirements listed in *Section III, Eligibility*.
 - 2. If the employee is eligible to receive leave donations, the designated approver determines if the request is approved or denied.
 - 3. If the request is approved, the designated approver may communicate the need to other staff in a manner agreeable to the recipient employee, e.g., email or word-of-mouth.
- D. Employees who want to make donations will submit an [Authorization to Donate Leave Form](#) to their designated approver or Human Resources for verification that the employee meets eligibility requirements listed in *Section III, Eligibility*.
 - 1. If eligibility is verified, the designated approver will approve the request.
- E. Adjusted vacation or PTO balances will be recorded in the University's time and attendance system for both the donor and recipient employee's department.

VI. Administrative Guidelines for Voluntary Catastrophic Leave Sharing Program

- A. Catastrophic Leave Requests
 - 1. Employee Requesting Catastrophic Leave (Recipient)
 - a. An employee needing leave will follow established Campus, UCSF Health and/or unit procedures for requesting approval for a leave of absence due to catastrophic illness, injury or event.
 - b. Recipients meeting requirements listed in *Section III, Eligibility* will complete a [Request for Leave Donations Form](#) and submit it to their designated approver for approval and eligibility review. The designated approver for regular status career employees is the department manager (or designee). The designated approver for faculty and non-faculty academics is the department chair or Organized Research Unit (ORU) director.
 - 2. Recipient's Designated Approver
 - a. It is the responsibility of the department manager (or designee) to ensure that all unit employees are aware of the availability of the Voluntary Catastrophic Leave Sharing Program.
 - b. The designated approver will receive the Request for Leave Donations form from the employee requesting catastrophic leave (recipient). The designated approver or designee will work with Human Resources to verify that the employee meets all eligibility requirements listed in *Section III, Eligibility*.
 - c. If eligibility is verified and the request has been approved, the designated approver will then work with the recipient employee to communicate the need to other department

Voluntary Catastrophic Leave Sharing Program

staff. Generally, this communication will be via email. The HR Generalist can assist with this communication for Campus department managers.

- d. If the recipient employee has indicated that s/he wishes to remain anonymous on the Request for Leave Donations form, employee confidentiality must be maintained.
3. Human Resources (Campus HR Generalist, Academic HR Generalist, or UCSF Health Leave Management, as applicable)
 - a. Verifies employee eligibility, consulting with Labor and Employee Relations (LER) if the employee is represented and HBS Processing as necessary.
 - b. If the employee is not eligible to receive hours, HR informs the employee and the designated approver.
 - c. If recipient meets eligibility criteria, HR:
 - Informs the recipient employee of the amount of donated hours that they will receive.
 - Informs the designated approver and recipient employee to code the use of donated hours as vacation leave (VL) or Paid Time Off (PTO) (whichever is applicable to recipient employee).
 - Forwards the approved form to HBS Processing.
4. HBS Processing Team
 - a. Upon receipt of the approved Request for Leave Donations form, HBS Processing moves any donated VL or PTO hours to recipient's balance.
- B. Catastrophic Leave Donations
 1. Employees Donating PTO or VL (Donor)
 - a. Employees wishing to make donations will submit an [Authorization to Donate Leave Form](#) to their designated approver for eligibility review. The designated approver for regular status career employees is the department manager (or designee). The designated approver for faculty and non-faculty academics is the department chair or Organized Research Unit (ORU) director.
 2. Donor's Designated Approver
 - a. The designated approver receives the donor's Authorization to Donate Leave form. The designated approver or designee works with Human Resources to verify that the employee meets eligibility requirements listed in *Section III, Eligibility*.
 - b. If eligibility is verified, the designated approver approves the donor's request. The donor's confidentiality and anonymity shall be maintained.
 3. Human Resources (Campus HR Generalist, Academic HR Generalist, or UCSF Health Leave Management)
 - a. Reviews VL or PTO balance and verifies employee eligibility, consulting with LER if employee is represented and HBS Processing as needed.
 - b. If employee is not eligible to donate hours, HR informs the employee and the designated approver that the donation will not be processed.
 - c. If employee is eligible to donate hours, HR:
 - Informs the recipient employee of the amount of donated hours that will be deducted from the employee's VL/PTO balance.
 - UCSF Health: forwards the approved Authorization to Donate Leave form to HBS

Voluntary Catastrophic Leave Sharing Program

Processing.

- Campus: HR Generalist completes the [HBS Employee Update Form](#) reflecting the donated hours and submits the form to the HBS processing center to transfer vacation allotment from donator to employee.
4. HBS Processing Team
 - a. Upon receipt of the approved Authorization to Donate Leave form (UCSF Health) or HBS Employee Update form (Campus), HBS Processing moves donated VL or PTO hours to recipient's balance.

Forms

- [Request for Leave Donations Form](#)
- [Authorization to Donate Leave Form](#)
- [Campus HBS Employee Update form](#)

For Campus Recipients/Donors, use the Campus HBS Employee Update Form to request all balance adjustments for the recipient and all donors in one form