



# CATASTROPHIC LEAVE BANK

## ENROLLMENT AND CHANGE FORM

NAME \_\_\_\_\_ EIN# \_\_\_\_\_ HIRE DATE \_\_\_\_\_  
Newly Hired Only

POSITION \_\_\_\_\_ LOCATION \_\_\_\_\_

### PLEASE CHECK ONE

**ENROLL**

**CHANGE**

**CANCELLATION**

### DONATION 1 DAY MINIMUM – 2 DAY MAXIMUM

\_\_\_\_\_ / DAYS

**SICK LEAVE**

\_\_\_\_\_ / DAYS

**VACATION**  
(CERTIFICATED MGMT/ CLASSIFIED ONLY)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Send Original to Human Resources and retain a copy for your records

### FOR HUMAN RESOURCES USE ONLY

\_\_\_ ENROLL    \_\_\_ CHANGE    \_\_\_ CANCEL

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

The Catastrophic Leave Bank assists employees during catastrophic events which prevent them from working. Once all available types of leaves are exhausted, requests for withdrawal may be submitted for personal or family care. The Bank assists employees financially and with medical benefits.

- During Open Enrollment, employees may join, make changes to their donation amount, or discontinue participation from July 1<sup>st</sup> through October 1<sup>st</sup> of each school year. An enrollment/change form should be returned to Human Resources within this timeframe.
- All employees on active duty with the District are eligible to contribute to the Catastrophic Bank if they have accrued a minimum of ten (10) days sick leave.
- Participation is voluntary, but requires contribution to the Bank. Only contributors will be permitted to withdraw from the Bank.
- Employees who elect not to join the Catastrophic Leave Bank upon first becoming eligible must wait until the next designated open enrollment period.
- Employees returning from extended leave after the enrollment period and new hires will be permitted to contribute within thirty (30) calendar days of beginning work.
- Employees may donate a minimum of one (1) or maximum of two (2) days, equal to the hours in the employee's regular workday. Those choosing to donate 2 days will be charged 2 days each time their bargaining unit's balance requires a donation.
- Only Certificated Management and Classified employees earn vacation. The maximum of two (2) days may be in any combination of sick leave and/or vacation.
- Employees who are members of the Catastrophic Leave Bank are entitled to submit an application to request withdrawal from the Bank once a contribution has been made.
- Cancellation of participation must be submitted in writing to the Human Resources department. Employees shall not be eligible to withdraw from the Bank as of the effective date of the cancellation. Sick leave previously authorized for contribution to the Bank shall not be returned if the Unit Member elects cancellation.
- All forms received after the Open Enrollment timeframe or employees with less than ten (10) days of accrued sick leave must wait until the next designated open enrollment period.
- Please refer to contract language for additional details, under Catastrophic Leave.