

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7345 Catastrophic Leave Program

Reference(s):

Education Code 87045

Catastrophic Leave for Classified Professionals and Faculty are contained within the respective collective bargaining unit agreements.

CATASTROPHIC ILLNESS BANK

1. In the event of a catastrophic illness or injury, participating employees who have exhausted all regular and extended sick leave, and vacation time, may utilize a maximum of 100 days from the Catastrophic Leave Bank subject to approval by the Chancellor or designee. The compensation shall be at fifty-percent (50%) of the employee's daily rate.

"Catastrophic illness or injury" is defined as a serious, debilitating physical or psychological illness or injury, as certified by a licensed physician, that:

- a. incapacitates the employee so that the employee is not able to report to work and prohibits the employee from working a regular schedule for an extended period of time of not less than four (4) weeks; and
- b. causes the employee to exhaust all the employee's available regular sick leave, supplemental sick leave ("half-days"), compensatory ("comp") time, and vacation time, and any other paid leave time.

Catastrophic illness or injury may include, but not be limited to, incapacitating diseases such as cancer, severe accident, major surgery, and treatment for life threatening illness.

Stress-related physical and psychological illnesses, elective surgery, normal pregnancy, workers' compensation claims (whether or not approved), intentionally self-inflicted injuries, illness or disability arising from substance abuse, minor injuries, or normal illness such as colds, flu, measles, allergies, headaches, etc., shall not constitute catastrophic illness or injury.

2. An employee becomes eligible for this benefit by contributing at least eight (8) hours sick leave to the bank. An employee shall be required to present a doctor's verification confirming the medical necessity to be absent from the workplace and the anticipated date the employee will be able to return to full-time service to qualify for this extended leave benefit.

3. Employees may donate a minimum of one (1) day and a maximum of ten (10) days of sick leave per year. Retiring or resigning employees shall be allowed to donate all unused sick leave to the bank at the time of separation.
4. With the approval of the Chancellor, management employees may donate unused vacation leave for specific employees who do not qualify for the other leave benefits provided in these regulations.

Adopted: April 21, 2025