

City of Red Bluff  
Administrative Policies & Procedures – Personnel Manual

<b>Subject:</b>  Catastrophic Leave		<b>Number:</b> 22-40
		<b>Effective Date:</b> 10/17/2023
<b>Departments Affected:</b> All		<b>Supersedes (Number/Date):</b> Catastrophic Leave Policy 3/12/2013
<b>Authority:</b>  Section 2.82-A. Red Bluff City Code	<b>File References:</b>	
	<b>Approved:</b> Approved by City Council on: 10/17/2023	

**Overview:** Catastrophic Leave is intended to provide an eligible employee with authorized paid time off through the voluntary donation of accrued vacation leave from City employees who have accrued vacation leave. Donated vacation leave must be specifically designated for the employee who has been approved for Catastrophic Leave Benefits. Catastrophic Leave shall not exceed a maximum of six months and must be used within one (1) year of the date the application for Catastrophic Leave is approved. Only one request for Catastrophic Leave will be approved in a twelve (12) month period. The recipient will not accrue vacation leave, sick leave, holiday, and seniority upon receiving Catastrophic Leave. The recipient will receive their normal rate of pay, be taxed normal payroll deductions, and the recipient must prepay the employee portion of the cost of the health premium each month if they wish to have this benefit. Transfers of accrued vacation are effective on approval of same and are not reversible.

**Applicable to:** All regular employees

**Guidelines:** The employee requesting Catastrophic Leave must meet all of the following conditions:

1. The recipient of the Catastrophic Leave benefits must have a medically verifiable long-term illness or injury or have an immediate family member who has a medically verifiable long-term illness or injury for which the employee is the primary caregiver as certified by the attending physician. Immediate family, as used herein, includes only the employee's spouse, children or stepchildren, grandchildren, brothers or stepbrothers, sisters or stepsisters, aunts, uncles, parents or stepparents, or grandparents of either spouse or other related persons who are living in the employee's household. The statement from the physician should protect the privacy of the employee's medical information by not identifying the prognosis and/or diagnosis.
2. The recipient must have exhausted all accrued composite leave, vacation leave, sick leave, comp time (ATO/CTO), and holiday credits and be eligible for approved leave without pay.

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3. The recipient cannot receive combined payments from the Catastrophic Leave Donation Program and: Workers' Compensation, State Disability Insurance, or any other source of income attributed to earnings that exceed the employee's gross bi-weekly salary.
4. The recipient shall not exceed a maximum of six months and must be used within one (1) year of the date the application for Catastrophic Leave is approved. Only one request for Catastrophic Leave will be approved in a twelve (12) month period. The recipient will not accrue vacation leave, sick leave, holiday, and seniority upon receiving Catastrophic Leave. The recipient will receive their normal rate of pay, be taxed normal payroll deductions, and the recipient must prepay the employee portion of the cost of the health premium each month if they wish to have this benefit.

The following procedure must be followed in order to apply for Catastrophic Leave payments:

1. The recipient must complete the "Catastrophic Leave Recipient Application" and attach a medical certification form signed by a physician, along with any other documents which verify the long-term illness, or injury to the recipient or immediate family. If the employee requesting Catastrophic Leave benefits will be taking care of an immediate family member as defined above, then the employee shall also provide documentation verifying the employee is the primary caregiver as certified by the attending physician. The application and supporting documents should be submitted to the Human Resources Department. The application is available from the Human Resources Department.
2. Human Resources will review the application based on the established policy. After review by the Department Head, the application will be routed to the City Manager for review and approval. If denied, the application will be returned to the recipient with an explanation.
3. If an application has been rejected under the Catastrophic Leave Policy, the applicant can make any necessary modifications to the application and provide any additional information to support their request for leave under the Catastrophic Leave Policy. The application can then be resubmitted to the Human Resources Department in compliance with this policy for reconsideration.
4. Upon approval, Human Resources will advertise to all departments the request for Catastrophic Leave donations and will re-advertise as needed.
5. City employees who wish to voluntarily donate must complete the "Catastrophic Leave Donation Certificate." All donations must be in whole numbers (8, 10, 40) and the minimum donation is eight (8) hours. The City will convert the donor's vacation time hours to a dollar equivalent amount. That dollar amount will then be converted to hours, using the recipient's hourly wage, resulting in hours applied to recipient's catastrophic pay. The certificate must be submitted to the City's Payroll Clerk.

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6. Hours donated to the recipient are irrevocable, will not be returned or repaid to the donor, and will be deducted from the donor's accrued vacation balance. The donor will receive verification of the deduction and the amount of time the donor employee has remaining from the Payroll Clerk. To be eligible for donation, the donor must retain a minimum balance of 100 vacation hours in their bank after the proposed donation.
7. Any requests for exceptions to this policy will be reviewed by the Human Resources Department and will be routed to the City Manager for review and approval.