

# Santa Barbara Unified School District

## Administrative Regulation

AR 4161.9  
4261.9  
4361.9

All Personnel

### CATASTROPHIC LEAVE PROGRAM

#### Donations to Catastrophic Leave Program

An employee who chooses to donate accrued vacation and/or sick leave credits to the district's Universal Catastrophic Leave Bank ("UCAT Bank") shall provide written notice to the Universal Catastrophic Leave Committee ("UCAT Bank Committee") of the amount and type of leave he/she wishes to donate. The UCAT Bank Committee shall review the donor's available leave and transfer the leave credits to a district pool of leave credits designated for this purpose.

Donations shall be at a minimum of eight hours, and in hour increments thereafter. (Education Code 44043.5)

All transfers of eligible leave credit shall be irrevocable. (Education Code 44043.5)

The Committee shall ensure that all donations are confidential.

#### Requests for Catastrophic Leave

A full-time or part-time employee who has donated to the UCAT Leave Bank is a member and may apply to the UCAT Leave Committee to use paid leave from the UCAT Leave Bank if he/she earns paid time off but has exhausted all his/her accrued paid leave and needs to take time off from work for an extended period of time due to his/her or a family member's catastrophic illness or injury. If the member is incapacitated, a family member or caretaker may apply on his/her behalf.

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

*(cf. 4261.1 - Personal Illness/Injury Leave)*

The member shall provide verification of the illness or injury. (Education Code 44043.5)

Verification shall be made by means of a letter, dated and signed by the individual's health care provider, indicating the incapacitating nature and probable duration of the illness or injury.

A member may apply to receive up to 30 days or 240 hours of paid leave from the catastrophic leave program per fiscal year. At the end of the 30-day or 240-hour period, he/she may apply for additional leave credits.

Members receiving compensation under worker's compensation provisions are not eligible to receive leave from the catastrophic leave program until exhausting such benefit.

*(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)*

A member who is the recipient of donated leave credits shall use those credits within 12 consecutive months. (Education Code 44043.5)

A member who receives catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5)

**Universal Catastrophic Leave Bank Program Policy**

The District's Universal Catastrophic Leave Bank Program is described in greater detail in Exhibits 4161.9, 4261.9, & 4361.9.

SANTA BARBARA UNIFIED SCHOOL DISTRICT  
Santa Barbara, California      January 26, 2010; May 7, 2020