

**ADMINISTRATIVE CIRCULAR NO.
36**
Office of the Chief Human Resources Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 1, 2019

To: All Employees

Subject: CATASTROPHIC LEAVE BANK OPEN ENROLLMENT DONATION PERIOD AND OPT OUT FORM

Department and/or Persons concerned: All employees in the SDEA, AASD, POA, OTBS, OSS and PARA Bargaining Units, Non-Represented Management, and Confidential Group

Due Date: *Opt Out-* November 8, 2019 (SDEA/ AASD/ POA/ Non-Rep & Conf. only)
Donation- January 1 – 31, 2020 (OTBS/ OSS & PARA only)

Reference: All employees in the SDEA, AASD, POA, OTBS, OSS and PARA Bargaining Units, Non-Represented Management and Confidential Group

Action requested: Please print and post a copy of circular. Employees must fill out the electronic form at this link: <http://goo.gl/forms/0jZiaD45Eq> Paper forms will not be accepted.

Brief Explanation:

Certain employees may elect to participate in one of two Catastrophic Leave Banks. Eligible employees are listed below:

Certificated/ Management/ Confidential Bank	Classified Bank
<ul style="list-style-type: none">• SDEA unit members• AASD unit members• POA unit members• Non- Represented Managers• Confidential Employees	<ul style="list-style-type: none">• OTBS unit members• OSS unit members• PARA unit members
<p>If you have already joined the bank; no further action is needed at this time.</p> <p>If you are unsure if you are a member of the bank, you can check by taking the following steps:</p> <ol style="list-style-type: none">1. View your March 2019 Pay Advice.	<p>If you are a member of this bank, you must donate at least one (1) day <i>every year</i> to stay in the bank.</p> <p>Link to the donation form: http://goo.gl/forms/0jZiaD45Eq</p>

Certificated/ Management/ Confidential Bank	Classified Bank
<p>2. In the “Earnings” section, there will be a deduction titled, “Cat Sick.” (Log on to PeopleSoft HCM. Navigate to Self-Service> Payroll and Compensation > View Paycheck and then select the 03/29/2019 link to your paycheck.</p>	
<p>If you would like to join the bank, complete this donation form: http://goo.gl/forms/0jZiaD45Eq</p>	<p>If you no longer wish to participate in this bank, <i>do not complete</i> the donation form.</p>
<p>If you wish to opt out of the automatic renewal for this bank, you must complete this form online at this link: https://goo.gl/forms/tHzKjNMT9oVqI2v92 (must use Firefox or Chrome Browsers) before November 8, 2019.</p>	

Information for unit members in SDEA, AASD, POA Bargaining Units, Non-Represented Management and Confidential Group:

- **If you are enrolled in the bank, you don’t need to take any action.**
 - **This bank requires members to donate** one (1) full salary sick leave day or one (1) full salary vacation day to the bank *every three years*. Existing or new unit members may donate to the Bank at any time during the cycle.
 - **The bank automatically deducts a day every three (3) years.** Unit members in the SDEA, AASD, POA Bargaining Units, Non-Represented Management and Confidential Group that are currently in the Bank will be automatically renewed every three (3) years in order to maintain membership in the Bank. The next automatic renewal will be January 1, 2022.

- The participant may opt out of the automatic renewal during the District’s Health and Welfare Benefits Open Enrollment period prior to the automatic renewal. Withdrawal from the program will be effective on January 1, of the new cycle. If you wish to opt out of the automatic renewal you may complete this form online at this link:
<https://goo.gl/forms/tHzKjNMT9oVqI2v92> (must use Firefox or Chrome Browsers).

- New participants must be a member of the Bank for at least ninety (90) days prior to being approved to withdraw from the Bank. Exception: Participants who are current members of the Bank and who choose to make a donation in February 2016 during the Initial Donation Period will have the ninety (90) day waiting period waived.

Information for permanent unit members in the California School Employees Association (CSEA), OTBS, OSS and PARA Bargaining units:

- **January 2019 is the annual open enrollment period for permanent employees in the OTBS, OSS and PARA bargaining units** who wish to participate in the Classified Catastrophic Leave Bank unit members must annually donate a minimum of one (1) or more days of full salary sick leave or one (1) or more days of full salary vacation day to the bank in order to be a member of the Bank for the Calendar year.
- Additional language under the classified catastrophic leave bank waiving the 120-day waiting period for special and extreme circumstances.
- If you wish to participate in the program, please complete the enrollment/donation form online at this link: <http://goo.gl/forms/0jZiaD45Eq> (use Firefox or Chrome Browsers) However, nothing precludes any eligible employee from donating to the bank at any time.

Questions regarding this program are to be directed to Gloria Rangel at (619) 725-8172, or by e-mail to grangel@sandi.net

APPROVED:



Acacia Thede
Chief Human Resources Officer

AT:gr

Attachments (1)

*San Diego Unified School District
Human Resource Services Division*

Catastrophic Leave Bank Information

- ***What is the Catastrophic Leave Bank?***

The Catastrophic Leave Bank is a “bank” of donated sick leave or vacation days which may be requested for use by employees who are suffering from a catastrophic illness or injury, once they have exhausted all full-paid leaves.

- ***What is a catastrophic illness or injury?***

A catastrophic illness or injury is defined as a severe or incapacitating illness or injury that is expected to continue for an extended period of time and prevents the employee from performing his/her duties.

Employees receiving compensation while ill or injured under Worker’s Compensation provisions are not eligible to withdraw days from the bank until exhausting such benefit.

- ***What is the history of the Catastrophic Leave Bank?***

As a result of agreements with the San Diego Education Association (SDEA), the San Diego Schools Police Officers (POA), and the Administrators Association of San Diego (AASD), Classified School Employees Association (CSEA) and Non-Represented and Confidential Group, the initial open enrollment period for donations to the bank was held in October 1999.

November 12, 2007, a Memorandum of Understanding was adopted by the Board of Education and ratified by the Classified School employees Association (SCSEA) which resulted in changes to the collective bargaining agreement regarding donations and withdrawals from the Bank.

January 4, 2016, a Memorandum of Understanding was adopted by the Board of Education and ratified by SDEA, AASD, POA and Non Represented and Confidential Group which resulted in changes to the collective bargaining agreement regarding donations and withdrawals from the Bank.

Donations to the Catastrophic Leave Bank

- ***How do employees make a donation to the Catastrophic Leave Bank?***

There are two (2) separate Banks, each has a specific donation process that is explained below:

SDEA, AASD, POA Bargaining Units, Non-Represented Management and Confidential Bank Initial Donation Period. Any existing unit member in the SDEA, AASD, POA Bargaining Units, Non-Represented Management and Confidential Group, who wishes to participate or continue membership in the Catastrophic Leave Bank shall donate one (1) full salary sick leave or one (1) full salary vacation day to the bank. After the Initial Donation Period, the first three (3)-year donation

cycle shall commence in March 2016. Existing or new unit members may donate to the Bank at any time during the cycle.

Three Year Cycle. Following the Initial Donation Period and first donation cycle, additional donations shall be made on a three (3)-year cycle (January 1, 2019; January 1, 2022, etc.). The unit member's donation shall be automatically renewed every three (3) years in order to maintain membership in the Bank. The participant may opt out of the automatic renewal during the District's Health and Welfare Benefits Open Enrollment period prior to the automatic renewal. Withdrawal from the program will be effective on January 1 of the new cycle.

OTBS, OSS and PARA Bank

January is the annual Open Enrollment period for permanent employees who wish to participate in the Classified Catastrophic Leave Bank. Employees in the OTBS, OSS and PARA bargaining units must annually donate a minimum of one (1) or more days of full salary sick leave or one (1) or more days of full salary vacation day to the bank in order to be a member.

It is the responsibility of the employee to make an annual donation to the Bank in order to maintain membership.

Unit members in OTBS, OSS and PARA bargaining units, to be a member of the Bank, the unit member must be a permanent employee of the district. ***Probationary employees are not eligible for membership.***

- ***Is there a minimum or maximum donation?***

For membership in either bank, an employee must donate at least one full-salary sick leave day or one full-salary vacation day (eight hours). For employees who are working less than full-time, the hours donated will be prorated accordingly. While there is no maximum number of days that can be donated, employees are encouraged to be cautious in making large donations of sick leave that they may need for their own use in the future or wish to convert to service credit to improve their monthly pension benefit under the State Teachers' Retirement System (STRS) or the Public Employees Retirement System (CalPERS).

- ***Is this an annual donation?***

No, if you are a unit member in the SDEA, AASD, POA bargaining units, Non-Represented Management and Confidential Group. You must donate one (1) full salary sick leave day or one (1) full salary vacation day to the bank during the designated donation period(s) **EVERY** three (3) years. However, nothing herein shall preclude any eligible unit member from donating to the bank at any time.

Yes, if you are a unit member in the OTBS, OSS and PARA unit. You must donate one (1) day of full salary sick or one (1) full salary vacations **annually**, in order to be a member of the Bank for the calendar year.

- ***If an employee chooses to make a donation of sick or vacation leave to the bank, May the donation be designated to assist a specific employee?***

All donations of sick or vacation leave are general donations, and may not be designated for any specific recipient.

- ***Will district employees other than those on the management team, confidential, certificated and school police services bargaining units, be permitted to donate or request a credit of sick leave from the bank?***

There are two Banks. One is for unit members in SDEA, AASD, POA bargaining units, Non-Represented Management and Confidential Group.

The other bank is for the Classified Employees Association (CSEA) unit members in the Office-Technical and Business Services (OTBS), Operations-Support Services (OSS), and Paraeducators (PARA) bargaining units have negotiated a separate catastrophic leave bank to which they may donate.

- ***What does an employee need to do to donate to the Catastrophic Leave Bank?***

The employee must fill out the electronic form authorizing the district to debit the employee's sick leave or vacation account and credit the Catastrophic Leave Bank with the number of days specified on the enrollment/donation form at the following link: <http://goo.gl/forms/0jZiaD45Eq>

Withdrawals from the Catastrophic Leave Bank

- ***If an employee is suffering from a catastrophic illness or injury, what benefits are available from the bank?***

Once an employee who is suffering from a catastrophic illness or injury has exhausted all full paid leaves (including all full-salary sick leave), the employee may apply to withdraw up to 20 days of full-salary sick leave from the bank. At the end of the 20-day period, an additional 20 days of full-salary sick leave may be requested. Employees may request a maximum of 40 days of sick leave from the bank per catastrophic illness or injury; however; no more than 40 days of sick leave credit may be granted in any school year.

- ***Does an employee have to be a member of the bank to request a credit of full-salary sick leave from the bank?***

For unit members in SDEA, AASD, POA bargaining units, Non-Represented, and Confidential Group. Yes. An employee will not be eligible to receive sick leave credit from the bank unless he/she has donated at least one (1) full salary sick leave or one (1) full salary vacation day to the Bank either during the Initial Donation Period or during any subsequent donation period. In order to eligible, a member must have made the donation during the current three (3) year cycle in which withdrawal is being requested.

New participants must be a member of the Bank for at least ninety (90) days prior to being approved to withdraw from the Bank. Exception: participants who are current members of the Bank and who chose to make a donation during the February 2016 during the Initial Donation period will have the ninety (90)-day waiting period waived.

For unit members in OTBS, OSS and Para bargaining units. Once an employee who is suffering from a catastrophic illness or injury has exhausted all full paid leaves (including all full-salary sick leave and vacation), the employee may request to withdraw up to 20 days of full-salary sick leave from the

Bank, which may be used prior to exhausting their half-salary sick leave benefits. At the end of the 20-day period, an additional 20 days of full –salary sick leave may be requested only after the unit member has exhausted all half-salary sick leave benefits, for a maximum of forty (40) days to be used per catastrophic illness or injury.

Additional language under the classified catastrophic leave bank waiving the 120-day waiting period for special and extreme circumstances.

- ***What is the procedure for an employee who is suffering from a catastrophic illness or injury to request a sick leave credit from the bank?***

The employee should request an application for withdrawal of days from the bank. If the employee is not able to request/complete the form due to the seriousness of his/her illness or injury, then a family member with the legal authority to act on behalf of the employee may request/complete the application. All completed applications **must** be accompanied by written verification (prepared and signed by a licensed physician of the State of California) stating the nature of the catastrophic illness or injury and the anticipated number of days the employee will be absent from work.

Requests for an application for withdrawal of sick leave days are to be directed to Gloria Rangel, Human Resource Services Division, Room 1241, Phone: (619) 725-8172, or by e-mail to grangel@sandi.net. All applications must be approved by the Chief of Human Resources.

- ***What happens when an employee receives a credit of sick leave days from the bank, but does not use all of the days?***

The unused days are returned to the bank.

- ***Can an employee request a donation from the bank to care for a family member who is suffering from a catastrophic illness or injury?***

No. Credits of sick leave may be used only for the catastrophic illness or injury of the employee.

Additional Questions or Information

- ***Whom do I contact for additional information?***

Please contact Gloria Rangel, Human Resources Specialist, Human Resource Services Division, Education Center, Room 1241, phone: (619) 725-8172, fax: (619) 296-7522, or by e-mail to grangel@sandi.net