

**CATASTROPHIC LEAVE**

1. If and when the district becomes aware that a management or confidential employee is suffering a long-term catastrophic illness or disability, the Payroll Department will monitor that employee's absence record and inform Human Resources. Human Resources will contact the SAA president when that employee will exhaust all full paid leave.
2. Human Resources will then contact the employee (or relative or emergency contact of employee) to see if he/she wants to participate in the Sick Leave Donation Program.
3. If the employee declines, the process ends, and Human Resources will log that the employee preferred not to participate.
4. If the employee wants to participate, Human Resources will find out the expected number of days needed.
5. Human Resources shall send a notice and sick leave donation form to all management/confidential employees.
6. An individual employee may donate a maximum of five sick leave days each school year. All five days may be donated to one individual or may be divided between two or more employees.
7. After the form has been completed, it is to be submitted to Human Resources where the total number of donated days will be determined and given to Payroll for processing.
8. The employee receiving sick leave donations may use up to 40 days at the employee's contracted hours of employment for a single and continuous absence.
9. Donated days will be accepted in Human Resources. Excess donated days will be returned to the donors on a prorated basis.
10. All donors will be notified as to how many of their days were used.

Regulation  
approved: April 16, 1996  
amended: May 16, 2000  
revised: May 5, 2009

**SANTEE SCHOOL DISTRICT**  
Santee, California