

Absences & Leaves

Catastrophic Leave

SCOE recognizes that long-term illness and injury may require employees to take extended time off from work. To mitigate the financial hardships created by long-term illness and injury, SCOE may provide eligible employees with paid catastrophic leave.

Eligibility

Unless otherwise specified in your collective bargaining agreement, you are eligible for catastrophic leave when you experience a verifiable long-term illness or injury that requires more than 20 days of absence from work or in the event of a serious illness/injury of an immediate family member. “Immediate family” is defined as your spouse, domestic partner, parent, sibling, or child.

Collective bargaining agreements specify the circumstances under which catastrophic leave may be granted to unit members and any limitations on that leave. Requests for catastrophic leave from management and confidential employees are reviewed on a case-by-case basis.

Catastrophic leave bank

Catastrophic leave is provided to employees from a “leave bank” created by donated time from other SCOE staff. Donations may be made across bargaining units, but not across retirement systems. Thus, classified employees may donate time to a classified employee who qualifies for catastrophic leave and certificated employees may donate to a certificated employee who qualifies for catastrophic leave. Collective bargaining agreements specify the requirements of donating time to a catastrophic leave bank.

Catastrophic leave bank donations from non-represented employees are allowed with the following restriction:

- Confidential and management employees may donate all of their compensatory time off (if applicable), sick leave as long as a balance of 80 hours remains, and vacation time as long as a balance of 40 hours remains.

Applying for catastrophic leave

Represented employees should refer to their collective bargaining agreement for the specific circumstances under which catastrophic leave may be granted and any limitations on participation in the program. Note that some bargaining units specify that only employees who contribute to the leave bank are eligible to obtain leave days from it. *Employees must exhaust all accrued paid leave prior to obtaining catastrophic leave.*

- Complete an Extended Leave Request, checking the box for Catastrophic Leave.

- Attach a physician's verification of your serious illness/injury or, in the case of an immediate family member, a statement from the treating physician that you are needed to care for the family member and the expected duration of such need.
- Submit the completed form and documentation to your supervisor for approval, with a copy to Human Resources.