



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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## Administrative Procedure

### Chapter 7 – Human Resources

#### AP 7345 – CATASTROPHIC LEAVE PROGRAM

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The District has established a catastrophic leave program to permit employees of the District to donate eligible leave credits for an employee when that employee or a member of his/her family suffers from a catastrophic illness or injury.

For the purposes of this procedure, the following terms are defined as follows:

- "Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family requiring the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave and other paid time off.
- "Eligible leave credits" means vacation leave and sick leave accrued to the donating employee.

Also see the Collective Bargaining Agreements (CBA)/Handbooks for applicable employee groups. If there is any conflict between this procedure and the applicable CBA, the CBA provisions shall prevail.

**Reference:** Education Code Section 87045

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**Approved:** 4/1/19

New Procedure