



## Texas Christian University Policy

**Policy Number:** 6.070

**Subject:** Catastrophic Sick Leave Bank Program

**Effective Date:** February 23, 2010

**Revised:**

*Approved by the Chancellor's Cabinet*

### I. Purpose

The Catastrophic Sick Leave Bank Program gives staff a chance to support co-workers who are experiencing a catastrophic illness or injury. The program allows eligible staff to donate accrued vacation hours to a catastrophic sick leave bank program to be used by other eligible staff members. This program was developed to create a caring environment and because members of the staff have expressed a desire to assist their co-workers. While the program establishes a mechanism for vacation leave transfers, participation is entirely voluntary. Hours will be allocated on a first come, first serve basis. Once the pool is exhausted in any given year, the program will cease to operate for the balance of that year.

### II. Procedure

#### Donations

1. Donations can be made annually, during the month of January.
2. Once leave has been donated to the pool, it cannot be restored to the donating staff member.
3. Employee must make an annual donation during the open enrollment in January in order to receive hours from the pool.

#### Receiving Staff

1. The receiving staff member must experience a catastrophic illness or injury as defined below and may not use the program more than once in a calendar year. The staff member must have worked at TCU for three continuous years in order to request this benefit. There will not be any exceptions made.  
“Catastrophic illness or injury” means a severe illness or injury requiring prolonged hospitalization or recovery, as certified by a licensed physician. The catastrophic illness or injury of a spouse, domestic partner, or child under the age of 18 years will be considered if the employee is needed to provide care. Must meet all FMLA requirements. Normal pregnancy is excluded.
2. The receiving staff member must have or will have exhausted all accumulated sick leave and vacation hours to which the employee is otherwise entitled.
3. The receiving staff member must have made an annual donation of at least 8 hours of vacation to the catastrophic sick leave bank to be eligible to receive hours from the pool. This donation must be during the open enrollment period in January.

4. Staff who use leave from the pool are not required to pay it back. Any balance of hours approved but not used will be returned to the pool.
5. Hours will be allotted on a first come, first serve basis.

#### Requesting Leave from the Pool

1. To initiate request, the eligible staff member must contact Human Resources. In the event the individual is physically or mentally unable to initiate a request, a request may be initiated by a member of the individual's immediate family (i.e. spouse, domestic partner, child or parent).
2. The requesting staff member must complete an application form, which includes physician's certification, and submit the forms to Human Resources.

### **III. Administrative Procedures**

1. Human Resources will determine if the qualifying criteria are met. Based on the number of hours in the pool, HR personnel will determine the number of hours to be distributed.
2. Qualifying staff members are eligible to receive an award of up to 240 hours.
3. All records pertaining to donations to the pool, and any applications for hours from the pool will be maintained by Human Resources. These records will remain confidential.
4. At the end of each calendar year, Human Resources will report to staff assembly the number of applications received and the number of hours distributed.
5. Unused pool hours will not carry over to the next calendar year.

In the event that, for any reason, the Catastrophic Sick Leave Bank Program is terminated, any remaining balance of pool hours will continue to be awarded to eligible staff members through the end of the calendar year.

**Forms: Catastrophic Sick Leave Bank application and donation forms are available on the HR website.**