

AR 7345 Catastrophic Leave Program

References:

Previous AR C002
BP 7340
AR 7342
ORS 653.616(5)

Tillamook Bay Community College has established a catastrophic leave program to permit employees of the College to donate eligible leave hours to an employee or a member of their family for purposes specified under federal or state sick leave laws. This includes treatment of a mental or physical illness, injury, or health condition, need for medical diagnosis, or need for preventive medical care.

For the purposes of this administrative rule, “family member” means a(n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child, domestic partner (including same gender), child of domestic partner (including same gender), grandparent, grandchild, parent-in-law or parent domestic partner (including same gender). Siblings, spouse or domestic partner (including same gender) of a sibling, and individual relate by blood or affinity whose close association with the covered individual is the equivalent of a family member.

Sick Leave Transfer

1. Employees may donate from their accrued sick leave hours to assist another employee who has depleted all available leave. The employee donating must retain a minimum of 160 hours of sick leave, which may not be donated. An employee may receive a yearly maximum of 160 hours of donated sick leave hours. This will assist an employee in getting through a difficult illness or family health issue.
2. Employees are eligible to receive donated hours if:
 1. They are eligible to receive sick leave;
 2. They are not eligible for Worker’s Compensation;
 3. They are not eligible for Paid Leave Oregon;
 4. They are not eligible for Long Term Disability (LTD);
 5. They have exhausted all of their sick leave and vacation days.
3. Sick leave hours may be used for serious illness or injury for the employee member or employee’s family member as defined in AR 7342. Employees requesting leave must provide documentation from a health care provider to be considered eligible for the sick leave transfer. Eligibility for the sick leave transfer shall be verified by Human Resources and approved by the President.
4. If Human Resources is delayed in verifying eligibility, donated sick leave hours may be used by the recipient on a retroactive basis beginning the day after sick leave hours, personal days, and vacation days are exhausted.

5. Employees wishing to request or donate sick leave hours should contact Human Resources. The sick leave account will be maintained by Payroll.

LAST APPROVED: October 30, 2024

CATASTROPHIC LEAVE DONOR REQUEST FORM

Complete and return to Human Resources

Please donate _____ hours to _____ from my sick leave accrual.
Print Recipients Name

I understand that I may donate up to 40 hours per fiscal year, in 4-hour increments, from my sick leave accrual account. My sick leave account must have a minimum balance of 160 hours after the transfer of sick leave hours.

I further acknowledge that once donated, these sick leave hours are gone and I cannot have them back. Anyone who is eligible and whose request is approved by the President, will be able to use the sick leave hours I am donating.

Employee Name _____
Please Print

Employee Signature: _____ Date: _____