

SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1119
	SECTION: 1100 PERSONNEL	
	SUBJECT: CATASTROPHIC LEAVE	
	<i>JUNE 13, 2011</i>	
	<i>Melissa Murray</i>	

Purpose: The catastrophic leave program is designed to assist the employee who is incapacitated with a catastrophic illness /injury or suffered from a loss to his/her residence from a declared disaster and has depleted all of their accrued leave.

Scope: All permanent employees of the district will be eligible for the catastrophic leave program.

Procedure:

1. Employee completes form # 1119-1 and submits to Fire Chief to make request.
 - a. Request must include:
 - i. Identification of financial hardship.
 - ii. Leave has been exhausted (or will be shortly).
 - iii. Note from Doctor regarding incapacitation or documentation regarding hardship.
2. Fire Chief will post request at each Station (Erba and Glenwood).
3. Employees who want to contribute vacation time to this time bank will do so in writing using form #1119-2 and turned in directly to the Fire Chief.
 - a. A minimum of four (4) hours are required.
 - b. Complete confidentiality will be maintained by the Fire Chief.
4. Upon receipt of a transfer of time, the Fire Chief will verify that the request is in order. A deduction of the identified time will be made from the contributing employee with a corresponding addition to the vacation time of the employee experiencing the hardship.
5. Once completed, the transfer is irreversible. The receiving employee may use the vacation time consistent with appropriated MOU, Policies and Standard Operating Procedures (SOP).