

Scotts Valley Fire Protection District	Policy: 1111
Subject: Catastrophic Leave	DATED: April 9, 2003

Policy 1111: Catastrophic Leave

Definition of an Eligible Employee:

Only permanent employees in a budgeted position are eligible to participate in the Scotts Valley Fire Protection District Voluntary time bank program.

Definition of Catastrophic:

Illness or injury as defined by the current Internal Revenue Service ruling. An employee must be incapacitated for an extended period of time by a catastrophic illness or injury; which creates a financial hardship, because an employee has exhausted all of their accrued leave.

Catastrophic illness or injury is further defined as a debilitating illness or injury of an immediate family member that results in the employee being required to take time off work for an extended period to care for the family member, when this creates a financial hardship because the employee has exhausted all of his/her accumulated leave. Immediate family shall mean son or daughter including variation of step or foster, spouse, parent, grandparents, brother or sister of the employee.

Additionally this program may be used by or for an employee who is living in an area declared by the Governor or the County Administrative officer as in a state of a disaster and who has suffered damage to their principle residence.

Definition of a Disaster:

A natural disaster is a catastrophic act of nature such as an earthquake, fire, flood or equivalent which has caused an employee to be unable to work for an extended period of time.

1. Employees residence is uninhabitable and the employee needs time to relocate
2. The employee needs time off to make major repairs to his/her place of residence to make it habitable.

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Conditions and Procedures under which a catastrophic injury/illness time bank can be established:

Only the Fire Chief may establish a time bank for an employee within the department who is suffering a financial hardship due to a catastrophic illness or injury

When the Fire Chief has determined that an employee would benefit from the establishment of a time bank he/she will contact the employee to determine if the employee desires to participate in the time bank program. If the employee desires to participate in the time bank program the department will establish the program.

The time bank will be established on behalf of the employee. The bank will accept transfers of leave from one or more donors.

Pursuant to the current Internal Revenue Service ruling leave transferred under such arrangements will not be considered wages for the employee who surrenders the leave and will not therefore not be included in the gross income or subject to withholding.

The time bank will be operated by the Fire Chief. The Fire Chief will take actions to help ensure that individual employee decisions to transfer or not to transfer to a time bank are kept confidential and that the employees are not pressured to participate.

On establishing a time bank program, the Fire Chief should ensure that only credits that are necessary are transferred. All transfers are not retrievable.

The chief reserves the right to modify or terminate an established time bank program, as he/she deems necessary.

Conditions under which leave credits may be transferred to a time bank:

Any employee may transfer vacation leave. Sick leave or compensatory time may not be transferred.

Transfers of vacation leave must be in increments of 4 hours or more.

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Board Chairperson: <u>R. J. Clark Jr</u>	Fire Chief: <u>Michael P. Murray</u>

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The transfer of leave hours is irreversible. Should the person receiving the transfer not use all transferred leave for the catastrophic illness/injury, any balance will remain with that person.

An employee may not transfer leave hours, which would reduce his/her total accrued balance of vacation to less than 168 hours.

Conditions under which leave credits in a time bank may be used:

Only the employee for whom the time bank has been established may receive leave credits from the time bank. Such leave credits shall be added to the employee's vacation.

The affected employee will provide verification of his/her or immediate family member's illness, injury, and/or other need.

The use of the leave credits will be in consecutive one-shift increments. 8, 10 or 24-hour increments depending on the individuals work schedule.

The transfer of credits may be for a maximum of twelve (12) months for any one catastrophic illness.

Steps to be taken by the Fire Chief to establish a time bank program:

Receipt of a written approval from the employee to announce the need for a time bank transfer is required.

Require that the employee transfers be made directly to the Fire Chief (this is necessary to insure that the employees decision to transfer or not to transfer is kept confidential).

Immediate investigate any allegations of pressure or coercion in the solicitation of transfers for the time bank and take appropriate action.