

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.8.3

Title: Catastrophic Leave Bank Policy	
Originated by: President/CEO	11/08/2006
Signature	Date
Approved by:	
Signature	Date
Reviewed on: 6/1/2011	Revised on: 7/1/2011

Policy Statement: A Catastrophic Leave Bank is a pool of accrued sick leave, personal, and/or vacation hours donated by Manhattan Area Technical College employees for use by Manhattan Area Technical College employees during a catastrophic illness of the employee or a qualifying family member.

Rationale: Unforeseen illnesses could require an employee's absence from duty for a prolonged period of time which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick and/or annual leave.

Procedure:

Definition: "Catastrophic illness" means a medical condition of an MATC employee or of the spouse or parent of the employee or of a child of the employee who may be claimed as a dependent under Kansas Statutes, as certified by a physician that requires a employee's absence from duty for a prolonged period of time and which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick and/or annual leave.

1. A Manhattan Area Technical College employee who is Full-time is and is covered by the "Manhattan Area Technical College Leave Policy" is eligible for catastrophic leave when the following criteria are met:
 - a. The employee must have been employed by the College beyond the point of his/her initial probation period (One year); (Exceptions may be granted by the President).
 - b. The employee, at the onset of the illness or injury, had to his or her credit at least forty (40) hours of sick leave or thirty five (35) hours for Faculty and has exhausted all such leave;

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.8.3

- c. If the illness or injury is that of an employee and is covered by workers' compensation, the compensation based on catastrophic leave when combined with the weekly workers' compensation benefit received by the employee shall not exceed the compensation being received by the employee at the onset of the illness or injury.
- d. An acceptable medical certificate from a physician supporting the continued absence is on file.
- e. The employee has not been disciplined for any sick leave abuse during the past one (1) year.
- f. The employee is not under any disciplinary actions with the college.
- g. Employee is NOT eligible to draw from the catastrophic leave bank if he/she is eligible for earnings compensation from any insurance policy including disability insurance. For example, if an employee is injured in an auto accident and is receiving loss of earnings from an insurance company, the employee may not use the catastrophic leave bank.

2. Donation of Leave

- a. Donations of leave may be made by contacting the Human Resources Department and requesting an Application to Donate Leave to the Shared Leave Bank form
- b. The completed form will be sent to the Human Resources for processing and filing.
- c. All donations of leave will be made to the central leave bank established by the Human Resources Department. Donors may specify, if they desire to do so, an individual to whom the donated leave may be transferred.
- d. Types of leave which may be donated are restricted to accrued personal, vacation and/or accrued sick leave. Any unused leave that will be forfeited according to Policy 7.4.5 or 7.8.2 will be donated to the Leave Bank.

3. Limitations for individual recipient.

The amount of leave which an individual recipient may receive shall be limited to four hundred and eighty (480) or four hundred and twenty (420) Faculty hours provided, however, that additional hours may be granted by the President upon the receipt of a recommendation from a qualified treating physician.

4. Limitations for Donor

Donor may contribute any and all leave that will be forfeited according to Policy 7.4.5 and/or 7.8.2 in the Policy and Procedure Manual. Donor must keep a balance of at least three hundred and twenty (320) hours or two hundred and eighty (280) for Faculty of Sick leave.

5. Prohibition of Coercion

No employee or supervisor shall directly or indirectly intimidate, threaten, or coerce any employee for the purpose of interfering with any right such employee may have with respect to participation or non-participation in the leave bank program.

6. Annual Report

Human Resources shall maintain an annual report on the status of the Leave Bank which shall include the number of hours in the bank and the number of hours transferred to Leave Bank Recipients.