



County of Yolo

Administrative Policies and Procedures Manual

TITLE: CATASTROPHIC LEAVE BANK PROGRAM	DEPARTMENT: HUMAN RESOURCES
TYPE: POLICY	DATE: August 4, 2009

A. PURPOSE

The purpose of this policy is to assist employees who are on an approved leave of absence and who have exhausted their leave accruals due to a prolonged absence caused by a catastrophic medical event and who are, as a consequence, in jeopardy of losing salary and benefits.

B. POLICY STATEMENT

It shall be the policy of the Board of Supervisors of the County of Yolo to provide a mechanism for assisting its employees during a period of unexpected financial hardship created by a medical crisis that has caused an employee to deplete his or her accrued leave balances. To that end, a Catastrophic Leave Bank Program shall be created for eligible employees to receive and contribute donated leave.

C. APPLICATION

The Catastrophic Leave Bank Program shall provide for salary continuation for an eligible employee who has exhausted all paid leave due to his or her own serious illness/injury or due to the need to care for a seriously ill/injured member of the employee's family or household provided that the employee has requested and received approval for an unpaid leave of absence. Subject to the procedures established in support of this policy, salary continuation shall be achieved through voluntary donations of paid leave time from other permanent County employees to a Catastrophic Leave Bank.