

Yolo County Housing

Lisa A. Baker, Executive Director

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BOARD OF COMMISSIONERS

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DATE: September 4, 2008

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director

PREPARED BY: Janis R. Holt, Resource Administrator

SUBJECT: **Review and Approve Adoption of Yolo County Housing
Catastrophic Leave Program**

RECOMMENDED ACTION;

That the Board of Commissioners Review and Approve the adoption of the Yolo County Housing Catastrophic Leave Program.

BACKGROUND / DISCUSSION

The Catastrophic Leave Program was developed to offer employees the opportunity to support their colleagues in the occurrence of a major health crisis or event that affects the employee's ability to perform his/her duties for extended periods of time. This program allows donating employees to transfer sick leave to a catastrophic leave account. Transferred hours can be accessed by "eligible receiving employees" who have exhausted all accrued leave options.

Key points:

- Employee participation in this program is entirely voluntary.
- The YCH Catastrophic Leave Program does not allow for a donating employee to identify or designate a receiving employee.
- Donating employees can not request his/her transferred leave be returned to them unless they become the receiving employee.
- Receiving employees, or family members of the receiving employee, will complete a request form. Receiving employees can receive up to 480 hours in any one calendar year depending on the available leave in the catastrophic leave bank.
- Sick leave transferred to the receiving employee's leave account that is not used due to the cessation of the catastrophe, employee resignation or termination, will be returned to the general catastrophic leave account.
- The YCH Catastrophic Leave Review Committee will consist of one representative from the management bargaining unit, one from the general bargaining unit, and one representative from the non-union affiliated executive team. The Committee will review all grievances and render the final decision.

- The day-to-day management of the Catastrophic Leave Program will be the responsibility of the Resource Administrator and the Finance Director.

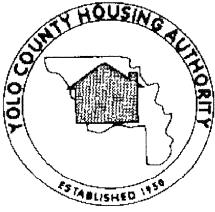
FISCAL IMPACT

There is a slight financial impact to the agency as yet undetermined.

CONCLUSION

Staff recommends approval of the Yolo County Housing Catastrophic Leave Program.

Attachments: Yolo County Housing Catastrophic Leave-Sharing Program



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Catastrophic Leave Sharing Program

Purpose: Yolo County Housing provides a Catastrophic Leave-Sharing Program to offer YCH staff the opportunity to support their colleagues who are facing a major health crisis, whether their own or that of a family member. The program allows employees to provide assistance in the form of donated sick leave. This program will allow individual employees to assist their co-workers in the event that co-workers exhaust their leave balances as result of a catastrophe (as defined below). Participation by YCH employees in this program is entirely voluntary.

Policy: It is the policy of YCH to maintain a catastrophic leave account and administer a program where employees may transfer sick leave for use by fellow employees who have exhausted their leave options and are faced with a qualifying catastrophic need for leave.

DEFINITIONS

Authority: For the purposes of this policy, the Executive Director has signature authority to approve the use of catastrophic leave for qualifying events. The Resource Administrator has signature authority for receipt of hours into the general YCH catastrophic leave account.

Catastrophe: Is defined as any of the following: (1) the employee is unable to perform the duties of his/her position due to a serious illness or accident which is life-threatening or requires a lengthy convalescence; (2) a member of the employee's immediate family has a serious illness or accident which is life-threatening or requires a lengthy convalescence; or (3) a death in the employee's immediate family.

Immediate Family: An employee's father, mother, stepparent, spouse, domestic partner, child, stepchild, foster child, brother, sister, grandparent, grandchild, or those of employee's spouse or domestic partner.

Donating Employee: An employee who transfers sick leave hours to the general YCH catastrophic leave account.

Receiving Employee: An employee who has a qualifying catastrophe and who uses leave from the general YCH catastrophic leave account.

PROCEDURE

Employees may transfer hours of sick leave to the general YCH catastrophic leave account. The Resource Administrator will be responsible for receiving and accounting for the hours donated to the catastrophic leave program. The Resource Administrator will work directly with payroll/finance staff in the disbursement of those hours to the receiving employee(s).

Donating Employees:

- Each employee who wishes to transfer sick leave to the general YCH catastrophic leave account must complete a "Request to Transfer Leave" form and submit the form to his/her immediate supervisor for approval.
- Each employee transferring sick leave must have a balance in his/her account after the transfer of not less than 100 hours. The minimum number of hours which may be transferred in any one calendar year is 8 hours, and must be transferred to the general YCH catastrophic leave account in increments of 8 hours. The maximum number of hours which may be transferred in any one calendar year by each employee is 80 hours.
- The completed and approved "Request to Transfer Leave" form is forwarded to the Resource Administrator who will maintain the general YCH catastrophic leave account.
- Sick leave transferred to the general YCH catastrophic leave account may not be returned or restored to the employee transferring the leave; unless the donating employee becomes the receiving employee.

Receiving Employees:

- An employee must exhaust all accrued sick leave, vacation leave, management leave, floating holidays, and compensatory time prior to receiving donated sick leave from the general YCH catastrophic leave account.
- An employee may request that a specific number of hours of leave be transferred from the general YCH catastrophic leave account to his/her catastrophic leave account. Each employee requesting the transfer must use the "Request to Receive Catastrophic Leave" form. If the employee is incapacitated, the employee's immediate supervisor may initiate the request, or the employee's immediate family member may contact the employee's immediate supervisor to initiate the request. The request must include:
 - the employee's name and position/classification,
 - description of catastrophe, and
 - expected duration of leave required for that catastrophe.
- The "Request to Receive Catastrophic Leave" form will be reviewed by the Resource Administrator to verify that the person requesting catastrophic leave has exhausted all leave balances, the event qualifies under the definition of catastrophe, and there are sufficient hours in the general YCH catastrophic leave account. The Resource Administrator may request a Physician's Certification from the requesting employee to verify and/or determine the length of the catastrophic event.
- The Resource Administrator and/or the Executive Director may circulate a request for donations from YCH employees to the general YCH catastrophic leave account in the event that the account can not meet the demands. However, the donation of sick leave is completely voluntary for YCH employees.
- The "Request to Receive Catastrophic Leave" form will be forwarded to the Executive Director for final approval.
- An employee may have a maximum of 480 hours in any one calendar year transferred from the general YCH catastrophic leave account to his/her catastrophic leave account.

- An employee does not accrue vacation, floating holidays, management leave, or sick leave during the time s/he is on catastrophic leave.
- Payment for leave received from the general YCH catastrophic leave account shall not exceed the employee's own rate of pay. Sick leave is transferred hour for hour, regardless of differing pay scales.
- The Resource Administrator will regularly review the status of the employee regarding the catastrophe and determine when the need to take leave for the catastrophe no longer exists; or if the employee who is receiving the leave resigns or his/her employment is terminated.
- Sick leave not used from the employee's catastrophic leave account due to the cessation of the catastrophe, or upon the resignation or termination of the employee will be returned to the general YCH catastrophic leave account.
- It is the receiving employee's responsibility to notify the Resource Administrator when the catastrophe ends.

Appeal:

If the employee requesting catastrophic leave is denied leave by the Executive Director; s/he can file a grievance to have his/her request reviewed by the Catastrophic Leave Review Committee. The Catastrophic Leave Review Committee will consist of three YCH staff members; one representative from the management bargaining unit, one representative from the general bargaining unit and one representative from the non-union affiliated executive team. The decision of the Catastrophic Leave Review Committee will be final.

MAINTENANCE OF ACCOUNT RECORDS

The Resource Administrator in coordination with the Finance Department is responsible for the maintenance of the general YCH catastrophic leave account and will monitor:

- the number of hours in the catastrophic leave account for general use by employees requesting sick leave;
- the hours allocated for use by specific employees; and
- the transfer of allocated but unused leave to the account.

The Resource Administrator will submit a "Notification of Transfer of Leave" to the Finance Department for processing payroll for the Receiving Employee.

The Receiving Employee on catastrophic leave must complete semi-monthly timesheets. If the employee is incapacitated, then the employee's supervisor must complete the timesheets for the employee. The time recorded should be listed in the line item Catastrophic Leave Account. The Finance Department will not process payroll without the submission of a timesheet.

The Resource Administrator will be responsible for notifying the Finance Department of the date that the catastrophe ends.

REPORTING

The Resource Administrator will prepare a report (Catastrophic Leave Summary) on a fiscal year basis or as requested by the Executive Director with account summary of usage, account balances, and employee feedback.

