

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL,
APEA/AFT (AFL-CIO)

CATASTROPHIC LEAVE PROCEDURES

I. PURPOSE

- A. The purpose of Catastrophic Leave is to provide paid leave for TOTEM employees who are unable to work when faced with a major catastrophic event or extreme hardship to themselves or their immediate family.
- B. Catastrophic Leave is solely dependent upon donations of personal leave from active TOTEM employees.
 - 1. Donors must have at least one (1) week's leave remaining after the donation is deducted as per TOTEM's Collective Bargaining Agreement, Section 407.
 - 2. All donated leave, accepted by TOTEM, becomes the "property" of the recipient.

II. EMPLOYEE ELIGIBILITY

- A. TOTEM employees must have a minimum of three (3) consecutive days of absence before they are eligible to request Catastrophic Leave.
- B. TOTEM employees must be actively employed with the District to be eligible to request Catastrophic Leave.
- C. TOTEM employees must be past the 75 workday probationary period before requesting Catastrophic Leave.
- D. TOTEM employees must have exhausted all available leave, including personal, accrued comp or flex time and Sick Leave Bank allocations to be eligible to request Catastrophic Leave.
- E. TOTEM employees covered under Worker's Compensation will not be eligible for Catastrophic Leave

III. PROCEDURES

Applicant

- A. Requests for Catastrophic Leave must be submitted on the ASD Leave Bank Application Form, #1385.
- B. Applications must be submitted within five (5) workdays of returning to work.
- C. Applications and required verification need to be sent directly to the TOTEM office at 3310 Arctic Blvd., Suite 200, Anchorage, AK 99503.

- D. All requests for Catastrophic Leave due to medical emergencies must be accompanied by a physician's/psychiatrist's verification of a serious or emotional debilitating illness including the period of time the employee will be unable to report to work.
- E. All requests for Catastrophic Leave due to non medical emergencies must be accompanied by substantiating documentation.

Donor

- A. Donations must be made on ASD Leave Request Form, #101 and must include:
 - a. Name of recipient in the "reason/justification" section.
 - b. Amount of time donated in hours.
- B. The **original** form must be mailed or delivered to the TOTEM office.

TOTEM

- A. The TOTEM President will review all requests and authorize notification to employees.
- B. TOTEM will submit the leave donations to Payroll for processing.
- C. Catastrophic Leave will be applied retroactively to the recipient for the specific time period designated on the application.
- D. Only one (1) donation request per individual will be sent out to employees in a twelve (12) month period.
- E. Names of donors will **not** be provided to the recipient. Upon request from the recipient, TOTEM will send an e-mail "thank you" to donors. Recipients may also thank donors through the TOTEM Newsletter.

IV. USE RESTIRCTIONS

- A. Catastrophic Leave donations can only be used for employee's regularly scheduled workdays.
- B. Catastrophic Leave donations can not be used for vacation ("V") days which are not scheduled workdays.