



**Policy**

**7345 Catastrophic Leave Program**

The Board of Trustees authorizes implementation of a catastrophic leave/sick leave donation program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury.

The Chancellor shall authorize administrative procedures to be established through collective bargaining. The procedures shall administer the program that comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.

**References:**

Education Code Section [87045](#)

**Adopted:** January 12, 2022

**Last Reviewed:** January 12, 2022

## Administrative Procedure

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### **7345            Catastrophic Leave Program**

The guidelines and application process for the catastrophic leave and/or sick leave donation program shall be delineated in the collective bargaining agreement and/or handbooks of each employee group.

The application and donation process shall be administered and tracked by Human Resources using the appropriate program for the employee(s).

**References:**

Education Code Section [87045](#)

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**Procedure Last Revised:** January 12, 2022

**Last Reviewed:** January 12, 2022