**POLICY TITLE: Catastrophic Time Bank**

**POLICY NUMBER: 3410**

This policy is applicable only to non-exempt employees, both as to use of and donation to a catastrophic time bank.

3410.1 At the discretion of the General Manager, employees will be permitted to transfer eligible leave credits to a time bank to be used by an employee when a non-work related catastrophic illness or injury occurs.

3410.1.1 Definitions used in the application of this rule:

1. Catastrophic illness or injury is defined as a non-work related illness or injury which is expected to incapacitate an employee and which creates a financial hardship because the employee has exhausted all of his/her sick leave and other paid time off.
2. A time bank is one or more hours of leave credit donated by one or more employees to another employee who has been incapacitated by a catastrophic illness or injury.
3. Eligible leave credits include vacation and/or compensating time off (CTO). They do not include sick leave.

3410.1.2 A time bank for catastrophic illness or injury may be established:

1. Upon the written request of an employee;
2. Upon determination by the General Manager that the employee in the District is unable to work due to the employee's catastrophic illness or injury; and
3. That the employee has exhausted all paid leave credit.

3410.1.3 If a time bank is established, any employee may, upon written notice to the Administrative Services Manager, donate eligible leave credits in one-hour increments, up to a maximum of 40 hours in a one year period, to the time bank. Donations will be reflected as an hour for hour deduction from the leave balance of the donating employee. When transferring leave credits into a time bank, the District will assure that only credits that may be needed are transferred. The employee donating the hours shall remain responsible for any applicable taxes or other expenses for the used hours.

3410.1.4 In order to receive time from the time bank, an employee must provide appropriate verification of illness or injury as determined by the District. The employee for whom the time bank is established will have any time which is donated to the time bank transferred to his account in one hour increments for use as sick leave only. Donated credits will be reflected as an hour-for-hour addition to the leave balance of the receiving employee. The total amount of leave credits donated may not exceed an amount sufficient to insure the continuance of regular compensation. An employee who receives time through this program shall use any leave credits he/she continues to accrue on a monthly basis prior to receiving time from the time bank.

3410.2 Use of time from the time bank may not be used to augment benefits received due to a work-related injury or illness.