ORANGE COUNTY SOCIAL SERVICES AGENCY ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

III. GENERAL GUIDELINES

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Catatrophic Leave Donations	Number: C34
Subject:	Page: of 4
Approved:	Date: 9/28/2010
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I. PURPOSE	
To provide guidelines and procedures regarding the proper mechanism donate time to other employees for a catastrophic event affecting the ϵ	
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II. POLICY	
In accordance with the employee organizations' Memoranda of Unders Salary Resolution (P&SR), the Social Services Agency (SSA) shall admit leave. An employee may donate limited hours of his/her annual leave, value of the Performance (PIP) time to an employee who is required to be medical condition or other serious circumstances such as natural disast themselves or a family member. For purposes of this policy "family memployee's relatives of the employee:	nister any requests for catastrophic vacation, compensatory and Pay on an extended unpaid leave due to a ster, residence fire, etc., relating to
SSA has designated a Catastrophic Leave Coordinator within Human R donation forms, and other information for each catastrophic leave donashall advise division's manager(s) regarding any human resources issu processing of a catastrophic leave request.	ation request. SSA Human Resources
\circ • spouse • parents • children including adopted children • brothers guardian	and sisters• grandparent or legal
•	

• 1. Employees can apply for catastrophic donations after they have exhausted all of their annual leave, sick leave, vacation, PIP and compensatory time accruals, and while they are still experiencing serious medical condition or circumstances that require absence from work for a minimum of 14 calendar days; OR2. Employees on catastrophic leave who have exhausted all donated hours may also request additional donation periods subject to the provisions described in Section IV. A of this procedure.3. An employee cannot request catastrophic leave retroactively but may request catastrophic leave from the current pay period that the donated hours are needed onward.4. Employees on catastrophic leave will be treated similarly as employee on official leave of absence for the purposes of probation and merit increase eligibility.5. Employees receiving catastrophic leave may have the donations transferred to their account only for the purposes of the approved catastrophic leave event. Catastrophic leave donations received by an employee may not be transferred to another employee requiring catastrophic leave.6. Employees who donate catastrophic leave hours should be aware of the following:7. There is no limit to the number of donation periods an employee can request. However, the Agency Director or his/her designee has the discretion to accept or reject each

request.

• a. Incomplete or late forms will not be processed;b. All donations are voluntary and irrevocable;c. A minimum of two, maximum of twenty-four whole hour increments of annual leave, vacation, compensatory, or PIP leave time can be donated to an employee;d. The donation period is limited to two weeks from the date of the request;e. Donated annual leave, vacation, compensatory or PIP time is credited to the recipient's annual leave or vacation accrual balance to the maximum allowable per the MOU or P&SR; andf. By signing the "County of Orange Catastrophic Leave Donation" form, permission is given to the Auditor-Controller to transfer the donated hours to the eligible employee.

IV. PROCEDURE

• A. Submittal of Catastrophic Leave Request1. Medical ConditionsTo be eligible for catastrophic leave donations, an employee shall: 2. Other Serious Circumstances The employee must submit to the Catastrophic Leave Coordinator a written request for donations accompanied by: 3. If a request is accepted or rejected, the Catastrophic Leave Coordinator shall notify the employee.B. Processing of Catastrophic Leave RequestUpon receipt of an employee's approved request for catastrophic leave from the Agency Director or his/her designee, the Catastrophic Leave Coordinator (or designee) shall: 1. Determine if the employee's request is eligible as outlined in Section IV.A. If the employee is not eligible, s(he) shall return the request form to the submitting employee with a memo stating the reason of ineligibility. If the employee's request meets the criteria, the Catastrophic Leave Coordinator (or designee) approves the request.2. Prepare a completed "County of Orange Catastrophic Leave Donation" for a serious medical condition of employee or employee's family member (Attachment C), or for other serious circumstance (Attachment D).3. Verify employee's need for absence for at least 14 calendar days beyond the exhaustion of accruals. Confidential medical or personal information shall not be included in the "Catastrophic Leave Donation Notice" memo.4. Prepare and send an email to the designated County executive secretary and all other designated County Catastrophic Leave Coordinators requesting them to distribute the employee's request for catastrophic leave to all their department/agency staff.5. Ensure the "County of Orange Catastrophic Leave Donation" memo is communicated via email or other media to all County of Orange employees for two weeks without any confidential medical or personal information.6. Receive and retain all completed "County of Orange Catastrophic Leave Donation" forms with the signature of the donor and the complete social security number on the form.7. Submit the completed donation form(s) to the Auditor-Controller, Payroll Section.C. The Auditor-Controller, Payroll Section shall:1. Verify the donor has sufficient annual leave, vacation, compensatory and/or PIP time accruals to make the donation.2. Add the appropriate number of hours to the recipient's annual leave or vacation accrual balance, and if appropriate, to the recipient's sick leave accrual balance on a bi-weekly basis.3. Enter the donations into the database for access by the Payroll Section.D. SSA Accounting, Payroll Section upon receipt of information from the Auditor Controller, Payroll Section, shall:1. Notify the recipient's direct supervisor that the recipient's annual leave or vacation accrual balance (and if appropriate the recipient's sick leave accrual balance) has been adjusted.2. Ensure the submittal of the recipient's timesheet for that pay period.E. SSA Human Resources Catastrophic Leave Coordinator shall: 1. Batch the donation forms as close to 80 hours as possible up to a maximum of 96 hours on a "first in, first used" basis as this is the maximum amount of time to be submitted to Auditor Controller each pay period for requesting employees.2. Complete the County of Orange Catastrophic Leave Memo" for either a serious medical condition (Attachment E) or other serious circumstance (Attachment F).3. Attach the memo to the donation forms that were received, sign the form and process the donated hours for the current pay period.4. Ensure the employee is in the correct pay status within the Advantage Human Resources System.5. Maintain responsibility for donation form submission for either of the following due dates:a. Regular Payroll: Completed donation forms must be received by central payroll no later than Monday following payday to be used for the current pay period; orb. Supplemental Payroll: If donation forms are received after Monday, there is no quarantee that they will be available to the employee for the current pay period.6. Maintain responsibility for termination of donation forms by destroying or returning to the donor employees any remaining donation forms that have not been submitted to Auditor-Controller Central Payroll when a catastrophic leave is terminated (e.g. employee returns to work, separates, etc.).

a. Exhaust all accrued annual leave, sick, vacation, PIP and compensatory leave time.b. Have a
documented catastrophic medical condition (i.e., physical or mental condition, illness or injury, (
Attachment A) which will require the employee to be on unpaid leave for at least 14 calendar days.c.

Submit a completed (Attachment A) to the Catastrophic Leave Coordinator with a medical statement from the attending physician which includes a brief statement such as "the employee cannot work due to a serious medical condition" or "is needed to care for a family member due to a serious medical condition. Confidential medical or personal information shall not be included in the "Catastrophic Leave Donation Notice" memo.

• a. A completed County of Orange "Employee's Catastrophic Leave Request Form For Other Serious Circumstances" (Attachment B); andb. Documentation to support the serious circumstance.

V. REFERENCE

Personnel and Salary Resolution Article I, Section 1.G. Memoranda of Understanding, Article IV, Section 13 (AFSCME), Section 13 or 14 (OCEA), Section 15 (AOCW) Article V, Section 13 (IUOE)

VI. ATTACHEMENTS

- A. County of Orange Employee's Catastrophic Leave Request Form for Serious Medical Condition
- B. County of Orange Employee's Catastrophic Leave Request Form for Other Serious Circumstance
- C. County of Orange Catastrophic Leave Donation for Serious Medical Condition of Employee's Family Member
- D. County of Orange Catastrophic Leave Donation for Other Serious Circumstance
- E. County of Orange Catastrophic Leave Memo for Serious Medical Condition of Employee's Family Member
- F. County of Orange Catastrophic Leave Memo for Other Serious Circumstance