2419 – Catastrophic Illness Leave of Absence

The President may grant a Catastrophic Illness Leave of Absence if, in the opinion of the College, such leave would serve the best interest of the College or is required by law and the employee has already utilized all other accrued leave for which he/she may be eligible.

Catastrophic Illness Leaves of Absence shall be reserved for employees who qualify for, and reach, the maximum allotment of leave time under the Family and Medical Leave procedure for their own catastrophic event[1].

Catastrophic Illness Leaves of Absence shall be considered on no greater than a 3-month basis and shall not be granted for a cumulative period of more than one year. An employee granted a Catastrophic Illness Leave of Absence will be reinstated to the same, or similar, position at the expiration of the leave, provided that the employee is capable and able, physically and mentally, to resume his/her duties. Failure to return to work at the end of an approved leave will be considered to be a resignation.

Employment while on leave will be cause for termination, unless specifically approved by the President. In accordance with individual insurance provider policies, during Catastrophic Illness Leaves of Absence an employee may be able to continue College benefits by paying premiums to either the Office of Human Resources or the applicable benefit provider. The College will continue to pay the employee's single health insurance premium under the College's health plan for up to 3 months, in addition to the 3 months paid under the Family and Medical Leave procedure.

The Catastrophic Illness Leave of Absence Form must be completed in order to apply for a Catastrophic Illness Leave of Absence. All requests for Catastrophic Illness Leaves of Absence shall be submitted through the employee's supervisor to the President, who will work collaboratively with the Director of Human Resources to determine the appropriate leave category to fit the unique circumstances.

It shall be at the President's final discretion whether to grant the Catastrophic Illness Leave of Absence 1) without pay; 2) with pay, utilizing any leave available under the Donated Leave Program or 3) grant the leave with pay under extremely rare and unique circumstances, depending upon individual situations.

Holidays, Vacation Leave, Personal Leave and Sick Leave will not accrue during an unpaid Catastrophic Illness Leave of Absence.

Contact(s):

Director of Human Resources

Related Form(s): Catastrophic Illness Leave of Absence Request Form

Relevant Policy or Procedure(s): 1410 – Employee Leave

[1] A catastrophic event includes serious accidents, serious injuries, and/or life threatening diseases.

Approved by: President

Date: 7/28/04

Revision(s): 11/6/06; 1/14/08; 8/17/16 (minor revision)