

STOREY COUNTY ADMINISTRATIVE

NUMBER

604

POLICIES AND PROCEDURES

EFFECTIVE DATE: 11-18-08

REVISED:

AUTHORITY: BOC

COUNTY MANAGER: PAW

SUBJECT: Catastrophic Sick Leave

---

**PURPOSE:** To establish a mechanism for staff to donate accrued annual or sick leave hours to an established Catastrophic Sick Leave Bank, which shall be available for eligible employees to use if they have exhausted their own accrued annual / sick leave and other compensatory time, and have a catastrophic illness or injury.

**POLICY:**

- A. **Definition-** Catastrophe means the employee is unable to perform the duties of his/her position or a modified duty assignment because of a serious illness or accident which is life threatening or which will require a lengthy convalescence. "Life Threatening" means a condition which is diagnosed by a physician as creating a substantial risk of death. "Lengthy Convalescence" means a period of disability which the attending physician determines will exceed ten (10) weeks. Catastrophic leave may not be used when the subject of the catastrophe is a member of the employee's family. Catastrophic leave is limited to catastrophes which befall the employee.
- B. **Request for Catastrophic Leave –**
1. An employee may not receive any leave from the catastrophic leave account until s/he has used all his/her accrued annual, sick and other paid leave.
  2. An employee who is himself/herself affected by a catastrophe as defined in paragraph (A.) may request in writing that a specified number of hours of catastrophic leave be granted,
  3. The request form will be made available at the personnel office and must be completed by the employee except in cases where the employee is unable to do so. (form 204 F)
  4. The maximum number of hours that may be granted to an employee shall be 480 hours per calendar year.
  5. An employee may not receive any hours from the catastrophic leave account until s/he has worked for the County for at least two years and has made the minimum annual contribution to the catastrophic leave account.
  6. An employee who fails to qualify for catastrophic leave pursuant to the requirements set forth in subsection (5) may receive catastrophic leave if eligible employees independently contribute a designated number of hours to the non-qualifying employee's specific catastrophic event. The

receipt of such catastrophic leave shall be subject to the remaining requirements set forth in this Article.

7. An employee who receives catastrophic leave from the account is entitled to payment for that leave at a rate no greater than his/her own rate of pay.
  8. A request for catastrophic leave must be approved by the Personnel Director and/or Administrative Officer after consultation with the employee's supervisor.
  9. An employee must provided to the Personnel Director and/or Administrative Officer a medical certificate issued by the licensed physician or health practitioner providing treatment, that certifies the illness or injury prevents the employee from performing the full functions of his/her regular position and/or from performing the duties of any alternate/modified duty position which the County has offered.
- C. The minimum annual contribution to the catastrophic leave account shall be eight (8) hours per calendar year. An Employee must have a combined balance of at least two hundred and forty (240) hours of sick and annual leave on the books to contribute to the account. Contribution form must be submitted to the Payroll Dept. (Form 204 F1)
- D. Any hours of annual or sick leave that have been transferred from an employee's account to the catastrophic leave account may not be returned or restored to that employee. This section does not prevent the employee from receiving leave pursuant to section (B.) of this Article.
- E. All employees of the County who are eligible to use sick leave, may use the leave from the catastrophic leave account and/or donate to this account, subject to the remaining requirements set forth in this Article, unless such employees are covered by the Firefighters Association IAFF Local 4227 or Sheriffs Employee Association/Operating Engineers Local Union No.3.
- F. Annual and sick leave will be transferred at the rate of one hour for one hour credit donated consistent with the provisions of NRS 245.210. Donated time will be converted to a dollar amount based upon the donating employee's current base hourly rate of pay. When an employee is granted use of catastrophic leave, the catastrophic leave account will be reduced by an amount determined by multiplying the receiving employee's current base hourly rate of pay by the total number of hours granted.
- G. Review of Status of Catastrophe; Termination of Leave; Disposition of Hours Not Used
- (1.) The Personnel Director and/or Administrative Officer or his/her designee shall review the status of the catastrophe of the employee and determine when the catastrophe no longer exists, based on appropriate medical documentation.
  - (2.) The Personnel Director and/or Administrative Officer or his/her designee shall not grant any hours of leave from the catastrophic leave account after the catastrophe ceases to exist, or the employee who is receiving the leave resigns or his/her employment with the County is terminated.

- (3) Any leave which is received from the catastrophic leave account which was not used at the time the catastrophe ceases to exist or upon the resignation or termination of the employment of the employee must be returned to the catastrophic leave account.
  
- H. Maintenance of Records on Catastrophic Leave - Records will be maintained by the Payroll Department under the direction of the County Comptroller.
  
- I. Substantiation of Catastrophe-The Personnel Director and/or Administrative Officer or his/her designee may require written substantiation of the catastrophe and expected duration by a physician of his/her choosing. Said physician shall be of equal or greater qualification as the treating physician. The cost of such written substantiation shall be borne by the employer. Visits to said physician shall be on County time.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

2008