
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 604
EFFECTIVE DATE: 11/18/08
REVISED: 01/02/18
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: CATASTROPHIC SICK LEAVE

I. 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.

II. Policy:

1. Key Definitions

- a. "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 injury which is life threatening, which requires in-patient care at a medical facility, or which renders an employee bedridden at home in lengthy convalescence. The illness or injury cannot be a result of the employee's gross criminal conduct.
- b. "Bedridden" means limiting an individual's ambulatory state to home allowing attention to in-home personal care needs, attend physicians' appointments, and receiving necessary medical treatment related to their catastrophic illness.
- c. "Life Threatening" means a condition which is diagnosed by a physician as creating a substantial risk of death.
- d. "Lengthy Convalescence" means a period of disability which the attending physician determines will exceed 6 weeks.

2. Request for Catastrophic Leave

- a. 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. 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.
- c. An employee who is himself/herself affected by a catastrophe as defined in subsection (1) of this policy may request in writing that a specified number of hours of catastrophic leave be granted.
- d. The request form will be made available at the personnel office and must be completed by the employee, except in cases where an employee is unable to do so. (Form 204 F)

- e. The maximum number of hours that may be granted to an employee shall be 480 hours per rolling calendar year. Any requests for an exception to this limit must be reviewed and approved by the county manager and the Administrative Officer and/or Personnel Director
 - f. An employee may not receive any hours from the catastrophic leave account until s/he has worked for the county for at least 2 years and has made the minimum annual contribution to the catastrophic leave account.
 - g. An employee who fails to qualify for catastrophic leave pursuant to the requirements set forth in subsection (f) above may receive catastrophic leave if eligible employees independently contribute a designated number of hours in 8 hour increments 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 policy.
 - h. An employee who receives donated hours is entitled to payment for the leave at a rate no greater than his/her own rate of pay.
 - i. A request for catastrophic leave, inclusive of exceptions to the aforementioned, must be approved by the Administrative Officer and/or Personnel Director.
3. The minimum annual contribution to the catastrophic leave account shall be 8 hours per rolling calendar year. An employee must have a combined balance of at least 240 hours of sick and annual leave on the books to contribute to the account.
 4. 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 (2) of this policy.
 5. 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 policy. This provision is subject to limitations in any collective bargaining agreement.
 6. Annual and sick leave will be transferred at the rate of 1 hour for 1 hour credit donated consistent with the provisions of NRS 245. 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, employee's current base hourly rate of pay by the total number of hours granted.
 7. **Review of Status of Catastrophe; Termination of Leave; Disposition of Hours Not Used:**
 - a. The Administrative Officer and/or Personnel Director shall review the status of the catastrophe of the employee and determine when the catastrophe no longer exists based on appropriate documentation.
 - b. The Administrative Officer and/or Personnel Director 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 from employment.

c. 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.

8. Maintenance of Records on Catastrophic Leave. Records will be maintained by the payroll office under the direction of the Comptroller. Any recognized bargaining union may request in-writing information concerning the use of the catastrophic leave account provided that any request for medical information be accompanied by a written release signed by the affected employee(s).

9. Substantiation of Catastrophe. The Administrative Officer and/or Personnel Director may require written substantiation of the catastrophe and expected duration by a physician of his/her choosing. The 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 the physician shall be on county time.

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