

LLNL Catastrophic Leave Sharing Program

The purpose of the Catastrophic Leave Sharing Program is to provide eligible employees an opportunity to voluntarily donate accrued vacation leave to support colleagues who have exhausted their paid leave balances due to their own serious illness/injury or in caring for a seriously ill/injured eligible family member or for personal bereavement. Such donations provide salary continuation during needed leave, thereby alleviating the financial burden created when an employee uses up all accumulated leave credits. However, this policy does not guarantee availability of any donated leave credits.

This program would be available for all eligible Laboratory employees.

DEFINITIONS

Catastrophic Illness or Injury or Bereavement is defined as either a serious illness or injury that is expected to incapacitate the employee or the employee's family member or bereavement for a period of not more than five days due to death of a family member and which creates a financial hardship to the employee due to exhausted leave credits, i.e., sick leave and vacation leave.

Eligible Recipient Employee includes all Career Indefinite and Flexible Term employees, except those who work on an indeterminate time basis. Prior to submission of a request, the employee must have exhausted or expect to exhaust all available paid leave benefits.

Eligible Family Member as defined in PPM Section G.III.3.6.1 includes the employee's spouse, registered domestic partner, parent, child, sibling, grandparent or grandchild; in laws and step-relatives in these relationships; or other persons residing in the employee's household for whom there is a personal obligation.

Eligible Donating Employee includes all Career Indefinite and Flexible Term employees, except those who work on an indeterminate time basis. All donations are irrevocable and shall be voluntary and at the discretion of the donor employee.

Eligible Leave Credits for donation are limited to accrued vacation credits. Eligible Donating Employees who have reached their maximum vacation accrual limit may donate accrued vacation credits in a month in which they might otherwise lose additional accruals.

PROGRAM PROCEDURE

1. The **Recipient Employee** submits a written request using the "Request to Receive Donated Vacation Leave" form along with appropriate medical verification of the illness/injury to the Catastrophic Leave Sharing Program (CLSP) Coordinator in Human Resources, L-640. If the employee, due to incapacitation, is unable to make the request, a representative may submit the request on the employee's behalf.

The CLSP Coordinator shall review each request for eligibility and compliance to the Catastrophic Leave Sharing Program, including verification that the intended recipient has exhausted, or will exhaust, all paid leave, and shall authorize the number of donated leave hours necessary for the remainder of the approved catastrophic illness/injury leave. Upon approval, the CLSP Coordinator shall notify the employee that the request has been approved and shall post the request.

2. An eligible Recipient Employee will have any donated time credited to his/her account on an hour-for-hour basis, as needed. The total amount of donated leave may not exceed an amount sufficient to ensure the continuance of appointment rate adjusted regular compensation. A Recipient Employee who receives donated time shall first use any leave credits she/he accrues prior to using donated time.

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Donated leave may not be substituted retroactively for periods of leave without pay.

3. The **Donating Employee** submits a written request using the “Request to Donate Vacation Leave” form to the Catastrophic Leave Sharing Program (CLSP) Coordinator in Human Resources, L-640. The CLSP Coordinator shall review each request for eligibility and compliance to the Catastrophic Leave Sharing Program, including verification that the donor has sufficient accrued vacation leave to cover the amount to be transferred.

Rules for donations:

- a. Each leave donation must be a minimum of one hour.
- b. Each leave donation must be in whole hour increments.
- c. The leave donation may not exceed 50% of the Donor’s vacation leave balance.
- d. Each leave donation must be voluntary.
- e. Each leave donation will be anonymous (i.e., management will not identify donor).
- f. Upon approval, the CLSP Coordinator shall forward the donation request to payroll for processing.
- g. Donations are transferred to recipient as needed. Once processed and transferred by LLNL Payroll to an eligible Recipient Employee, leave donations are irrevocable.

4. Payroll will transfer accrued vacation leave hours from the Donating Employee to the Recipient Employee on an hour for hour basis, regardless of differing pay scales. Payroll will debit the Donating Employee for the full amount of leave hours donated and credit each pay period to the Recipient Employee the amount of donated vacation leave sufficient to bring the Recipient Employee to their full regular pay. In cases of multiple Donating Employees, payroll will credit to the Recipient Employee from the Donating Employees on a first come/first served basis.

5. Unused donated leave may not be paid in a lump sum if the Recipient Employee should end employment for any cause. In such an event, any unused donated leave shall be returned to the Donating Employee, if still employed, in accordance with program implementation guidelines.