

## 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 and may not be used in lieu of other benefits (e.g., sick leave, vacation leave, supplemental disability, or State disability). However, this policy does not guarantee availability of any donated leave hours.

This program would be available for all eligible 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, i.e., sick leave and vacation leave.

**Eligible Recipient Employee** includes all Career, Flexible Term and Post-Doctoral 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. The employee must contact a leave specialist at [loa@llnl.gov](mailto:loa@llnl.gov) for qualification.

**Eligible Family Member as defined in HR Policy 309 [Family and Medical Leaves](#)** 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, Flexible Term and Post-Doctoral 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 Hours** for donation are limited to accrued vacation hours. Eligible Donating Employees who have reached their maximum vacation accrual limit may donate accrued vacation hours. Please note: For those employees that are at or near their max accrual, donations are taken and used on first come first serve basis. Any unused hours when the catastrophic leave has ended will be returned to the donor. If you are at your maximum when you donate and hours are returned you may miss an accrual and the hours will be added to a lost bucket.

Benefits and Payroll cannot guarantee that your donated hours will be used before you lose them.

### PROGRAM PROCEDURE

1. The **Recipient Employee** submits a written request using the "Request to Receive Donated Vacation Leave" form (from a Benefits Leave Specialist) along with appropriate medical verification of the illness/injury and email to [loa@llnl.gov](mailto:loa@llnl.gov). If the employee, due to incapacitation, is unable to make the request, a representative may submit the request on the employee's behalf.

A benefits representative 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 leave. Upon approval, a benefits representative shall notify the employee that the request has been approved and shall post the request.

40 An eligible Recipient Employee will have any donated time credited to their 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 hours they accrue prior to using donated time. Donated leave may not be substituted retroactively for periods of leave without pay.

50 The **Donating Employee** submits a request for leave sharing. The benefits representative 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:

- c0 Each leave donation must be a minimum of one hour.
- d0 Each leave donation must be in whole hour increments.
- e0 The leave donation may not exceed 50% of the Donor's vacation leave balance.
- f0 Each leave donation must be voluntary.
- g0 Each leave donation will be anonymous (i.e., management will not identify donor).
- h0 Donations are transferred to recipient. Once an eligible Recipient Employee, leave donations are irrevocable."

60 The transfer of accrued vacation leave hours from the Donating Employee to the Recipient Employee is done on an hour for hour basis, regardless of differing pay scales. The system 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 appropriate compensation. In cases of multiple Donating Employees, the hours to the Recipient Employee from the Donating Employees will be done on a first come/first served basis.

70 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.