



CNTA CATASTROPHIC LEAVE BANK (article 13.16)

Return completed application to the CNTA office using one of the following methods:

Place in the pony mail to CNTA

Email form to office@wearecnta.org

Deadline to submit: May 31st, annually

Name: _____ CNUSD Employee Number: _____

Address: _____

Cell #: _____ Personal Email: _____

School Site: _____

I am a permanent unit member yes no

I understand the following:

- a) I hereby authorize the contribution of the first two (2) days of my accruable annual personal sick leave from the 2020-2021 school year. **(article 13.16_c.5)**
- b) The donation of days is irrevocable. **(article 13.16_c.2)**
- c) I may not designate the recipient of these days. **(article 13.16_c.2)**
- d) In order to utilize leave from the bank, I must suffer a catastrophic injury/illness that is expected to incapacitate me for an extended period of time (in excess of thirty (30) days) **(article 13.16_a)**
- e) An additional day of sick leave may be required if the number of days falls below 25% of the number of bargaining unit members & failure to contribute this day will result in termination of my membership in the bank. Any such requirement or resulting termination will be communicated in writing. **(article 13.16_c.4)**
- f) Membership is ongoing from year to year, unless I notify the District and Association in writing to discontinue membership in the Bank. **(article 13.16_b.6)**
- g) Any eligible unit member may donate to the Catastrophic Leave Bank from their first two (2) days of yearly accruable personal sick leave. Two of their initial 10 days of personal sick leave shall be donated to the Sick Leave bank on the first day of the following school year. **(article 13.16_c.5)**
- h) Unit members joining the Sick Leave Bank prior to May, 31st annually, shall be eligible to withdraw days on the first work day of the following school year. **(article 13.16_c.5)**
- i) In order to utilize leave from the bank, I will be required to submit a **Certificated Sick Leave Bank Request For Withdrawal Form**, a **CNTA Medical Evaluation Form**, and an **official Doctor's note** that includes the statement that the illness/injury is catastrophic per the definition provided, and additional requests necessary to properly process that leave. **(Cat Leave Side Letter)**
- j) If I utilize leave from the bank, I will be required to pay back one day per year until the allotted days are repaid. **(article 13.16_e.5)**

Signature: _____ Date: _____

CNTA CATASTROPHIC LEAVE BANK FAQ's (article 13.16)

1. WHO CAN JOIN THE CATASTROPHIC LEAVE BANK? (article 13.16_b.4)

Any unit member, who is a permanent employee can enroll with **zero** days at open enrollment because you *will receive 10 days at the beginning of the school year. Two of those ten days you receive at the beginning of the school year, will be used to enroll in the Catastrophic Leave Bank for following school year.*

2. MUST TEACHERS JOIN? (article 13.16_b.5)

No, membership is entirely voluntary.

3. WHAT QUALIFIES AS A CATASTROPHIC ILLNESS OR INJURY? (Cat Leave Side Letter)

Any illness or injury that is expected to incapacitate a member for more than 30 days except illness or injury that qualifies for Workers' Compensation. Medical verification will be required. The following exclusions apply; however, complications related to these exclusions may qualify as a catastrophic condition. A list of examples that constitute exclusions is shown below for guidance only, and is not considered an all-inclusive list: Elective surgery, Bariatric/Weight Loss surgery, Sprains/strains (wrist, hand, knee, ankle, back), Pregnancy, Tubal ligation/vasectomy, Hysterectomies not related to cancer treatments, Cosmetic surgery, Knee and hip replacement, Shoulder/rotator cuff tear surgery, Carpal tunnel/hand/finger surgery, Ankle and foot surgery, Stress/Depression related illness

4. MAY I JOIN AFTER I SUFFER A CATASTROPHIC ILLNESS OR INJURY? (article 13.16_c.5)

Bargaining unit members may join by submitting their application by May, 31st annually. Any illness or injury suffered before your full enrollment will not be covered.

5. DESIGNATED CONTRIBUTIONS FOR A SPECIFIC PERSON? (article 13.16_d.1)

Members of the Catastrophic Leave Bank may contribute as many of their accrued personal sick leaves days, beyond a base of ten (10) personal sick days, as they wish in increments of ten (10) days, or less, to designated individuals. (a) Donations voluntary; (b) Donating unit members shall be able to do so after the receiving unit member has exhausted his/her own personal sick days; and (c) Any mutually agreed upon condition. Forms are available at the CNTA office by calling 951-737-3414.

6. WHAT ABOUT PRIVACY? (article 13.16_f.3-6)

Only the Catastrophic Leave Bank Committee (2 CNTA members, 2 CNUSD HR representatives) will be aware of requests unless there is an appeal. In that case, the Superintendent and the Association President will be involved and make the final decision. The Committee shall keep all records confidential.

7. HOW MANY DAYS MUST I CONTRIBUTE TO JOIN? (article 13.16_c.5)

There is an initial one-time contribution of two days.

8. WHAT ABOUT NEXT YEAR? (article 13.16_c.4)

Each year, an additional day of sick leave may be required if the number of days falls below 25% of the number of bargaining unit members & failure to contribute this day will result in termination of my membership in the bank. Any such requirement or resulting termination will be communicated in writing.

9. MAY I WITHDRAW FROM THE BANK ONCE I HAVE JOINED? (article 13.16_b.6)

You may withdraw at any time by notifying the association, but contributed days are not returned.

10. WHAT DO I NEED TO DO IF I NEED TO WITHDRAW DAYS? (Cat Leave Side Letter)

In order to utilize leave from the bank, you will be required to submit a **Certificated Sick Leave Bank Request For Withdrawal Form**, a **CNTA Medical Evaluation Form**, and an **official Doctor's note** that includes the statement that the illness/injury is catastrophic.

11. HOW MANY DAYS CAN I WITHDRAW? (article 13.16_e.4-5)

The maximum number of days allowed to be utilized by one unit member for a single catastrophic injury/illness and in total, shall not exceed eighty (80) days. Catastrophic Leave Bank Members may request up to eighty (80) days total from the bank in increments of twenty (20) days or less. **Recipients will pay back one day per year until allotted days are repaid.** A unit member who has exhausted sick leave but still has differential leave available is eligible for withdrawal from the bank. Use of the Sick Leave Bank benefit is allowable only as a supplement to such differential leave. The District shall pay the unit member full pay and the bank shall be charged on a pro-rata basis.