

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.8.3**

<b>Title: Catastrophic Medical Leave Bank</b>	
Originated by: President/CEO	Originated Date: 11/2006
President/Board of Directors Approval Date: 8.29.23	
Revised by: Human Resources / Executive Administration	Revised Date: 8/2023
Reviewed on: 6/11; 7/17; 8/23	

**Policy Statement:** A Catastrophic Leave Bank is a pool of accrued leave, including sick, personal, and/or vacation hours, donated or forfeited by Manhattan Area Technical College employees for use by current leave eligible Manhattan Area Technical College employees during a catastrophic medical emergency of the employee or an immediate family member. The Catastrophic Leave Bank is to be maintained at no more than five thousand (5,000) total hours of leave, or \$100,000 of leave compensation available for employees. The hourly rate for Catastrophic Leave is valued at the same rate as the receiving employee's regular hourly pay.

**Rationale:** Unforeseen medical emergencies often require an employee's absence from duty for a prolonged period of time which, except for the catastrophic leave program, would result in a substantial loss of income to the employee due to exhaustion of all accrued paid leave.

**Definitions:**

Catastrophic Leave Bank: leave pool consisting of leave donated by employees, as well as leave forfeited by employees due to terminations/resignations or end of fiscal year 'use or lose.'

Catastrophic Need: a significant financial hardship due to an unforeseen illness, medical emergency, or injury that incapacitates or is expected to incapacitate an employee or their immediate family member, that requires the employee to take unpaid time off from work for an extended period of time.

Immediate Family Member: the employee's spouse, domestic partner, child, or parent as defined by the Family & Medical Leave Act (FMLA), or who may be claimed as a dependent under Kansas Statutes.

**Procedure:**

The catastrophic leave bank allows employees to donate earned paid leave to other employees who have a catastrophic need, and from which leave may be distributed to employees who have a personal or family medical emergency.

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.8.3**

**1. Requesting and Receiving Catastrophic Leave.**

The manner in which leave is solicited and credited to the recipient shall be left to the discretion of MATC; however, great care should be taken to protect the confidentiality and the medical status of the recipient and of the recipient's family.

Eligible Employees must submit requests for catastrophic leave to human resources by completing the Catastrophic Leave Request Form, or otherwise communicate their need for leave proactively and effectively to human resources. Documentation of the request for catastrophic leave and its approval/disapproval will be maintained in the employee's personnel file.

A Manhattan Tech employee covered by the "Manhattan Area Technical College Leave Policy" is eligible for catastrophic leave when the following criteria are met:

- a. The employee must have been employed by the College beyond the point of one year; (Exceptions may be granted by the President).
- b. The employee, at the onset of the illness or injury, had to their credit, at least forty (40) hours of paid leave for Staff or thirty-five (35) hours for Faculty, and has exhausted all paid leave;
- c. If the illness or injury is covered by workers' compensation or any insurance policy including disability insurance, the compensation based on catastrophic leave when combined with the regular workers' compensation and/or insurances received by the employee shall not exceed the regular compensation being received by the employee at the onset of the illness or injury.
- d. An acceptable medical certificate from a physician supporting the continued absence is on file. MATC may require written authorization for the employee's medical record release, in situations where the need for catastrophic leave is indeterminate.
- e. The employee has not been disciplined for any sick leave abuse during the past one (1) year and is not under any ongoing disciplinary action with the college.
- f. The employee has not received 480 hours of catastrophic leave during the past one year.
- g. The employee is eligible to draw from the catastrophic leave bank if the condition is 'Unforeseen' and resulting from injury or illness. This does NOT include pregnancy, cosmetic treatments or therapies which do not result from illness, injury, or related medical emergencies.

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.8.3**

**2. Limitations for Recipients**

The amount of leave which an individual recipient may receive shall be limited to four hundred and eighty (480) Staff hours, or four hundred and twenty (420) Faculty hours per year, provided, however, that additional hours may be granted by the President upon the receipt of a recommendation from a qualified treating physician.

After returning to reduced or regular working hours, any additional catastrophic leave hours designated and available to the recipient, will be returned to the Catastrophic Leave Bank.

**3. Donating Leave to the Catastrophic Leave Bank**

To donate leave hours, Employees must complete a Leave Donation Authorization Form and submit it to human resources. A copy of the completed form will be maintained in the employee's personnel file.

All donations of leave will be made to the catastrophic leave bank. Donors may specify an individual to whom they wish the donated leave to be transferred. MATC shall not disclose recipient information to donors.

Employee donations of leave hours to the catastrophic leave bank is strictly voluntary. No employee shall directly or indirectly intimidate, threaten, or coerce other employees for the purpose of interfering with the right to participation or non-participation in the catastrophic\_leave bank program.

The identity of employees donating to the Catastrophic Leave Bank will not be disclosed by MATC.

Any leave which does not carry over at the end of the fiscal year or leave that is forfeited after an employee separation will be applied to the Catastrophic Leave bank per Policy 7.4.5 and/or 7.8.2, and/or the Faculty Negotiated Agreement.

The Catastrophic Leave Bank is to be maintained at no more than five thousand (5,000) total hours of leave, or \$100,000 of leave compensation available for employees.

**4. Limitations for Donors**

Donors may specify donation of leave that will be forfeited according to Policy 7.4.5 and/or 7.8.2 in the Policy and Procedure Manual. Donor must keep a remaining balance of at least three hundred and twenty (320) Staff hours, or two hundred and eighty (280) for Faculty of Sick leave. Employee donations to the Leave Bank shall be in hour-unit increments.

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.8.3**

**5. Reporting & Maintenance of Leave Balances**

Human Resources or Payroll shall maintain reporting on status of the Catastrophic Leave Bank, including names of donors and recipients participating in the Catastrophic Leave program, numbers of hours available in the bank balance, number of hours donated to the bank, and number of hours transferred to recipients. The current available catastrophic leave bank balance should be made available to MATC Admin and employees as needed.

It shall be the responsibility of Human Resources and Payroll to ensure that the catastrophic leave bank balance does not fall into overdraft nor exceed the cap on available leave as directed in policy.