

SECTION 12: LEAVE ACCOUNTING

GGU Catastrophic Leave

INTRODUCTION

Effective July 1, 2000, a catastrophic leave bank was established for ASEA employees. Catastrophic leave is used solely for the purpose of maintaining an employee's health insurance eligibility and paying their co-pay if the employee qualifies. Catastrophic leave will be donated by the union on a case by case basis and will not be used by the employee until all other available leave types have been exhausted. The catastrophic leave bank is funded with excess sick leave hours from separated employees. A maximum of forty five (45.00) hours per employee will be contributed to the bank upon separation from state service.

PROCEDURES

Contributions

When a GGU employee separates from state service with an excess sick leave balance, all hours up to 45.00 will be added to the catastrophic leave bank. The Payroll Services Section handling the employee separation will complete an adjustment to deposit the excess sick leave into the catastrophic leave account using earnings code **E97A**. Any hours in excess of 45.00 hours will be deleted from the employee's leave bank using a negative **E952** adjustment.

Employees with excess leave balances that are being placed in layoff status should have all but 45.00 hours deleted from the B2 screen. If the employee separates from layoff, the 45.00 hours of leave on the B2 screen are then contributed to the catastrophic leave bank. If the employee returns to work, the excess sick leave hours that were deleted when they went to layoff will be returned to their leave bank. They will also retain the 45.00 hours that was left in their excess leave bank when they went to layoff.

Catastrophic Leave Authorizations

The employee contacts the union and requests a donation from the catastrophic leave bank. The union will notify the Director of the Division of Personnel and Labor Relations, or designee, and the DOF Payroll Section by memo of all employees' leave authorizations within 2 business days after the last day of the pay period in which the leave is requested.

If the state does not receive a request for catastrophic leave within 2 business days after the end of the pay period, the state will process personal, annual, sick, banked medical, or donated leave in accordance with the collective bargaining agreement. If no leave is available to the employee, the employee will default to leave without pay.

Catastrophic Leave Use

Catastrophic leave will be used for the first 10 working hours in the pay period and only to the extent that the employee's available leave (includes personal, annual, sick, excess sick, and donated leave) is less than 10 hours. Catastrophic leave will only be used to bring the total leave available for the pay period up to 10 hours (see below for Workers Compensation exception).

Each pay period the DOF Payroll Section will create and distribute a worksheet listing all employees that were authorized by the union to use catastrophic leave. The worksheet will include the employees' personal, excess sick, donated, annual, and sick leave balances as well as whether or not they qualify to use catastrophic leave based on their leave balances. The Payroll Services Section is responsible for entering the approved catastrophic leave into the employee's pay batch.

SECTION 12: LEAVE ACCOUNTING, GGU CATASTROPHIC LEAVE

Leave usage is charged using the earnings code **E15G**. The employee must exhaust all other available leave types prior to using catastrophic leave.

Catastrophic leave will not be used retroactively for pay periods already processed. It is to be used in the current pay period, up to 30 days from the authorization, and must be used in full to offset E953 LWOP hours. If the employee is not able to use the authorized leave within 30 days, the leave will be returned to the bank. The Division of Finance receives a report of E15G use each pay period and will monitor usage.

If the member dies, unused catastrophic leave will be paid out to the beneficiary as if it were sick leave. The DOF Payroll Section will coordinate this effort with the Payroll Services Section.

Employees on Workers Compensation

Catastrophic leave will be used for the first 10 working hours in the pay period and only to the extent that the employee's available leave (includes personal, annual, sick, excess sick, and donated leave) is less than 10 hours. Catastrophic leave will only be used to bring the total leave available for the pay period up to 10 hours. However in Workers Compensation situations, catastrophic leave can be used any time within the pay period to offset E953 LWOP hours and is not limited to the first 10 working hours of the pay period. Catastrophic leave is never used to offset E963 LWOP hours.

CONCLUSION

The union authorizes catastrophic leave to employees who have exhausted other available leave types in order to keep the employee in pay status for health insurance purposes. The Payroll Services Section enters the leave usage in the employee's pay batch. The DOF Payroll Section monitors the activity of the catastrophic leave bank.