

# UNIVERSITY POLICY FOR HUMAN RESOURCE

## Policy No. UPHR-7

### EMPLOYEE CATASTROPHIC LEAVE POLICY

#### 1 General:

- 1.1 Scope: Policy regarding the creation of a catastrophic leave bank and the transfer of sick and annual leave to the bank for the purposes of assisting employees who have exhausted all available sick and annual leave and must remain away from work for an extended period time for an approved purpose.
- 1.2 Statutory References: W. Va. Code §18B-7-14
- 1.3 Passage Date: March 9, 2005
- 1.4 Effective Date: Upon passage.
- 1.5 Background: A technical change was made on July 11, 2014 to reflect a change in the WV code section describing the catastrophic leave program. The policy was modified on July 11, 2014, as allowed by MUBOG, to remove references to Marshall Community and Technical College. At initial passage, this policy was required under W. Va. Code §18B-9-10. This policy was previously numbered as MUBOG Policy No. 28.

#### 2 Policy:

- 2.1 Definitions:
  - 2.1.1 Catastrophic illness or injury means an illness or injury which is expected to incapacitate the employee and which creates a financial hardship because the employee has exhausted all sick leave and other paid time off. Catastrophic illness or injury shall also include an incapacitated immediate family member if this results in the employee being required to take time off from work for an extended period of time to care for the family member and the employee has exhausted all sick leave and other paid time off.
  - 2.1.2 Employee means any classified or nonclassified employee of Marshall University or any faculty employee eligible to accrue sick leave.
- 2.2 The University Human Resources Services Office shall maintain a catastrophic leave bank for the benefit of employees of Marshall University who have suffered a catastrophic illness or injury.
- 2.3 The leave bank will be maintained and transfers of leave allowed in a manner consistent with all applicable laws, policies, and procedures of the state of West Virginia and all relevant governing authorities.
- 2.4 The University Human Resource Services Administrator in consultation with the Classified Staff Council shall develop a set of rules and procedures to manage transfers of sick and annual leave in a fair and efficient manner and will update the rules and procedures as necessary and as allowed by law.
  - 2.4.1 A copy of the rules and procedures shall be placed in the Classified Employees Handbook and the Faculty handbooks for the University in the next printing and shall be placed at an appropriate place on the respective web sites.