

Maximum Donations

The maximum donation you may make during any given pay period is 80 hours (2 weeks); the maximum donation you may make per calendar year is 480 hours (12 weeks). Sick leave or vacation hours must be transferred in 8-hour increments and may be transferred only once per pay period, per recipient. All transfers are final and irrevocable.

Your Sick Leave and Vacation Credits Are Not For Sale

Sick leave and vacation credits, granted to each employee through their service to the City & County of San Francisco, cannot be sold, bartered or traded to any other employee under any circumstances. The only provision for affording another employee a portion of your sick leave or vacation credits is under the stipulations of this ordinance. There are **NO** exceptions.

Limitations

- An employee of the City & County of San Francisco may participate in the CIP program if the employee does not participate in a short or long-term disability program for which the City pays in whole, directly or indirectly or if the employee participates in such a disability program, and the employee agrees to, and does, apply for disability benefits immediately upon becoming eligible for such benefits.
- Any employee who participates in a short or long-term disability program for which the City pays in whole, directly or indirectly, may participate in the CIP program until the employee receives or is qualified to receive benefits under the terms of a short or long-term disability program for which the City pays in whole, directly or indirectly.
- Any employee who is receiving or is qualified to receive short or long term disability benefits from a short or long term disability program for which the City pays in whole, directly or indirectly, may **not** participate in the CIP program until and unless the employee's disability benefits terminate.



City & County of San Francisco

Department of Public Health

101 Grove Street, Room 212
San Francisco, CA 94102
Phone (415) 554-2587
Fax (415) 554-2855

T.J. ANTHONY CATASTROPHIC SICK LEAVE POLICY



CATASTROPHIC ILLNESS PROGRAM



Reaching out to the needs of catastrophically ill City employees and City employees who care for catastrophically ill family members, the San Francisco Board of Supervisors has expanded the T. J. Anthony Catastrophic Sick Leave Policy. This expanded policy allows City employees to donate a portion of:

- ☆ accumulated sick leave or vacation credits to individual employees or a pool of employees who are designated catastrophically ill.
- ☆ vacation credits to another employee to care for a family member who is catastrophically ill.

Are you eligible to receive donations of time?

For Yourself

If you are eligible to accumulate and use sick leave and vacation credits; have been designated catastrophically ill; and have exhausted all of your available paid leave, then you may receive donations of sick leave or vacation credits from other City employees.

To Care for a Catastrophically Ill Family Member

If you must care for a catastrophically ill family member, you may be eligible to receive donations of vacation credits from other City employees. To qualify, you must be eligible to accumulate and use sick leave credits; have exhausted all available paid leave; have a catastrophically-ill family member; and, you must be required to take time off from work to care for the catastrophically ill family member. A family member in this case is a spouse, registered domestic partner, or another dependent defined in the Internal Revenue Code (26 U.S.C. sec. 152 as amended from time to time).

To Apply for the Catastrophic Illness Program

If you believe you meet these conditions, the first step is to fill out an Application for Catastrophic Illness Status and submit it, along with any supporting medical records, to the Human Resources Office of the Department of Public Health.

Application forms may be obtained from the

Department of Public Health
Human Resources Division
101 Grove Street, Room 212
San Francisco, CA 94102
Telephone: (415)554-2587

Medical Confidentiality

All information regarding your application will be kept strictly confidential and will not be revealed. Any medical records submitted to help support your application will remain confidential at all times.

During the review of your application, you may be requested to provide additional medical documentation, and/or submit to a medical examination by a physician in order to help determine if you or your family member qualify for catastrophic illness status.

Your Application is Approved...

When your application is approved you will be assigned a *Recipient Identification Number*. This number keeps your identity confidential. However, you may make your Recipient Identification Number known to other employees in order to take advantage of the sick leave and vacation benefits available for transfer by co-workers. Employees wishing to make a gift of their sick leave or vacation credits may either choose a recipient for their donation from a list of Recipient Identification Numbers or donate to the pool. The Recipient Identification Numbers will be maintained and periodically circulated by the Department of Public Health. All sick leave or vacation credits you receive from another employee will be credited to you as sick leave only. In any given pay period, you may not receive transferred sick leave or vacation credits totaling more than 100% of your normally scheduled hours for such a pay period.

Maintaining Program Eligibility...

In order to continue to qualify as catastrophically ill, you or your family member may, from time to time, be required to submit to a specified examination and/or supply further documentation of your current medical status.

What Happens If Your Application Is Denied...

If you are determined not to be catastrophically ill, you have the right to appeal the decision. The Department of Public Health will notify you in writing explaining the reasons for their decision, as well as the procedures for filing an appeal. It is not necessary to exhaust the appeals process before reapplying for catastrophic illness status; a new application may be submitted after observing a 30-day waiting period from the date that your application was denied.

Donating Your Sick Leave or Vacation Credits to a Catastrophically Ill Employee or Vacation Credits to an Employee Caring for a Catastrophically Ill Family Member

To donate sick leave or vacation credits to another City employee, or to the pool, you:

- * Must not be Catastrophically Ill
- * Must be eligible to accumulate and use either sick leave or vacation credits;
- * Must retain a minimum of 64 hours sick leave for your own personal use.

In order to donate, you must complete a Donor's Vacation/Sick Pay Transfer form which is available from your departmental Payroll/Personnel Office. On the form you must specify the amount of sick leave or vacation credits you wish to donate. You need to also specify if you are donating to an individual by indicating the Recipient Identification Numbers of a co-worker that has been accepted into the program as either being catastrophically ill or caring for a family member who is catastrophically ill. The Department of Public Health will maintain, reproduce and periodically circulate a list of Recipient Identification Number in order that donors may easily specify a beneficiary of their sick leave or vacation credits.