



September 30, 2016

Dear Faculty,

Isn't it nice when we have a **win-win** situation. Well, the **faculty Catastrophic Leave Bank** is just that. We get to help faculty in need with a minimum of donation on our part, and if we ever need the Bank, it is there for us, too.

This letter and the enclosed form is to offer you an opportunity to help yourself while you help your colleagues here at Cuesta College. **The Cuesta College Federation of Teachers invites ALL faculty members to join the Catastrophic Leave Bank (CLB).**

When a faculty member has a major illness or injury (or when a faculty member must take time off to care for an immediate family member) and his or her accrued sick leave and other paid leave time is exhausted, **the Bank can allow that faculty member to receive extended sick leave benefits.**

Bank members join by donating at least one day of their accrued leave balance (prorated for temporary faculty) to the CLB. **Only Bank members are able to access the Bank.** *If you do not join, you cannot apply for Catastrophic Leave Bank funds.* Note that a faculty member does not have to be a CCFT member to join the Bank.

Just as important, whenever you join the Catastrophic Leave Bank, you add to the Bank's balance **to assist another faculty member who might need to access the Bank** due to a major illness or injury to him/her or a family member.

Please read the attached **FAQ** to get more information about the Catastrophic Leave Bank. If you have any questions, they usually can be answered by reading Appendix D of the CCFT/District contract or the general information page on the CCFT website (www.ccft.org). Then call me or Debra Stakes, CCFT President, if you have any more questions.

We invite you to join or update the Catastrophic Leave Bank today. **Please return your signed Authorization Form to Mark Tomes, CCFT Treasurer, in DSPS soon.**

I hope to receive your application soon!

Mark Tomes
Treasurer, CCFT
Chair, CLB Oversight Committee



Catastrophic Leave Bank Enrollment FAQ's

What is the Catastrophic Leave Bank? The CLB is a bank of sick leave credits from which Cuesta College faculty members who are Bank members can draw if they do not have enough sick leave or other paid leave to cover their absences in case of certain major illnesses or other uses of sick leave, pursuant to Education Code 87045.

Why join the CLB? Being a CLB member will allow you to receive extended sick leave benefits if you have a major illness or injury, or if you must take time off to care for an immediate family member, even though your accrued leave time is exhausted. Your donation to the Bank helps other faculty members who need leave credits, as well.

Do I need to be a CCFT member to join? No, you do not have to be a union member; any Cuesta College faculty member may join the CLB.

Who may access CLB funds? Only Bank members are eligible to access the Bank. If you do not join, you cannot apply for CLB funds.

How do I join the CLB? You join by submitting a completed *Sick Leave Balance Deduction Authorization* form (available on the CCFT Website or from the CCFT Treasurer) stating you are donating a portion of your accrued sick leave balance on an annual basis.

When may I join the CLB? You may join at any time. If you join during an open enrollment period, you will be eligible to apply for CLB funds immediately. If you join at another time, you must wait at least 30 workdays after joining before you may apply for Bank funds.

When is the open enrollment period? July 1 to October 1. However, employees not assigned during this period and new hires have 30 days from the first day of regular duty to make an initial contribution to the bank and be eligible immediately to apply for funds.

How many days should I contribute to the CLB? Donations must be in increments of days of sick leave and at least one sick leave day annually. Most members contribute one sick day per year (pro-rated for part-time faculty). Currently, the donation is being deducted just one time (not yearly). If the amount in the CLB falls below a specified level, then donations will be deducted annually until the amount in the CLB is at the necessary level.

How are donations deducted? Donations are automatically deducted by the Human Resources office until CCFT receives your authorization to cancel the donations.

What if I cancel my donations? If you cancel your annual donations, you may not utilize the bank. However, you may rejoin the Bank later. Donations to the Bank are not refundable to individual faculty members unless the entire Bank is dissolved.

How do I apply for Bank funds? You must obtain 4 forms from the CCFT website or Treasurer: 1) Employee's Statement, 2) Physician's Statement, and 3) Verification of Use of Sick Leave, and 4) Application for Catastrophic Leave. You are responsible for returning all 4 forms completely filled out to the CCFT Treasurer (do not give the completed forms to Human Resources). The CCFT CLB Oversight Committee will then meet to 1) review the request, 2) determine whether to grant the request and, 3) determine the amount of sick leave credits for which you are eligible. The CLB Committee's decision can be appealed to the CCFT Executive Board.

Where can I find more information? See Appendix D of the CCFT/District Contract; contact CCFT Treasurer, Mark Tomes; or visit www.ccft.org.



Catastrophic Leave Bank

Sick Leave Balance Deduction Authorization

I hereby authorize the Cuesta College Human Resources Office to deduct annually from my accrued leave balance the amount of leave days stated below to the Cuesta College Federation of Teachers Catastrophic Leave Bank, according to the provisions of Appendix D of the CCFT / SLO County Community College District contract.

I understand that this authorization shall remain in effect until I revoke it in writing to the CCFT Treasurer and the Cuesta College Human Resources Office and shall be effective immediately following its submission to the employer.

I have read the Catastrophic Leave Bank *Frequently Asked Questions* by CCFT, and I understand that I am responsible for being knowledgeable of all of the provisions governing the Catastrophic Leave Bank, as written in Appendix D of the CCFT/District contract.

Print name

Spell out the number of days you are contributing annually*

Signature

Today's date

Banner ID Number

Return this completed and signed form to Mark Tomes (CCFT Treasurer), DSPPS, Room 3337, Cuesta College. Contact info: mtomes@cuesta.edu, 805-546-3100 ext. 2223. Thank you.

* Part-time faculty members' "days" will be pro-rated based upon the percentage load for that faculty member for each subsequent semester employed by Cuesta College.

CCFT Treasurer Use Only:

Received: _____ DB entry: _____ Copy to HR: _____