



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Catastrophic Injury or Illness Fund	DEC - IV	2	08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D- Personnel	Compensation and Benefits: Leaves and Absences	DEC	08/26/2025

### PURPOSE

The College has established a Catastrophic Injury or Illness Fund to aid Eligible Employees in the event of their own catastrophic injury or illness or the catastrophic injury or illness of an Immediate Family member. After the Eligible Employee has exhausted all accumulated sick leave, personal leave, and vacation time (from the current year and from all previous years), Eligible Employees may apply to the Catastrophic Injury or Illness Fund. Any employee who is receiving lost wages benefit under short or long-term disability or, workers' compensation is not eligible to request or receive more than 100% of his/her regular wages/salary.

### Definitions

*Eligible Employee* means a regular full-time benefits Eligible Employee who has been employed for at least one year on the date application is made to the Catastrophic Injury and Illness Fund. A regular full-time benefits Eligible Employee is (1) an employee (excluding faculty) who is budgeted for fifty percent or more time for at least five months, excluding students holding positions for which student status is a requirement for employment, or (2) full-time faculty members as defined in the Faculty Salary Procedure. Grant-funded positions are eligible only if the granting agency approves the use of Grant funds to cover the Catastrophic Injury or Illness funds used.

*Immediate Family* is limited to spouse, parent, natural or adopted son or daughter and includes only those individuals who are (1) living in the same household as the Eligible Employee or, (2) if not living in the same household, is totally dependent on the employee for personal care or services on a continuing basis.

*Catastrophic Injury or Illness* is defined as a medical diagnosis or surgery in the Federal Registry List of Diagnosis-Related Groups which rates an Outlier threshold of 29 or greater and so severe that it results in total disability of at least 20 consecutive work days for Eligible Employees or thirty calendar days for Immediate Family members.



## **PROCEDURE**

Treatment of a catastrophic injury or illness must be under the supervision of a licensed physician of record. A licensed physician of record must certify the level of disability and must submit a recommended period of convalescence and/or rehabilitation. However, an application for the Catastrophic Injury or Illness Fund which has a doctor's certification that the outlier is 29 or greater and meets the 20 consecutive work days criteria can be approved by the President.

A diagnosis or surgery not so listed, or a total disability listed but not meeting the 20 consecutive work days criterion for Eligible Employees or thirty calendar days for Immediate Family members, may qualify for designation as Catastrophic Injury or Illness under certain unusual condition and may be considered by the Catastrophic Injury or Illness Fund Committee by special request. A Catastrophic Injury or Illness Fund Committee, appointed by the College President, will review these applications and make recommendations to the President. The Catastrophic Injury and Illness Fund Committee will be comprised of Eligible Employees appointed annually. The committee shall have at least three members from different job classifications of active employees. The Director of Human Resources shall serve as ex-officio member and Fund Administrator. The Human Resources Office will monitor the Catastrophic Injury or Illness Fund.

Application for Catastrophic Injury or Illness Fund shall be made using the Request for Use of Leave from the Catastrophic Injury or Illness Fund, which will be submitted directly to the President if meeting the 29 outlier and 20 consecutive days or to the Catastrophic Injury or Illness Fund Committee. The Catastrophic Injury or Illness Fund Committee will recommend approval or disapproval to the President who will make the final decision. Leave used from the Catastrophic Injury or Illness Fund will run concurrently with any Family Medical Leave Act leave. The maximum number of leave days from the Catastrophic Injury or Illness Fund shall not exceed 50 work days per approved application.

The Catastrophic Injury or Illness Fund will be funded annually from the prior year's current fund operating surplus. In the initial year \$20,000 will be set aside and be available for employee use. Thereafter \$20,000 will be added to the Catastrophic Injury or Illness Fund Reserve annually until the reserve fund balance is \$120,000. When the reserve fund balance reaches \$120,000 the annual transfers of \$20,000 will stop. Thereafter, the annual transfer will be the amount needed to bring the reserve fund balance back to the \$120,000. The only exception will be that in no one year shall the amount of the transfer to the reserve fund exceed \$20,000.