Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Catastrophic Leave
POLICY NUMBER: 7062

7062.1 A Catastrophic leave provides up to 80 hours of District paid leave to an eligible employee who miss work due to a natural or tragic disaster.

7062.2 A natural disaster is an event that has had an effect on the employee's principal residence, the Governor has declared a state of emergency in the county where the employee resides, and includes the following:

> **7062.2.1** An act of nature; such as a flood, an earthquake, or fire.

7062.3 A tragic disaster is an event that has had an effect on the employee's principal residence such as a flood or fire.

7062.4 Eligibility: In order to be eligible for this leave, the following shall apply:

> **7062.4.1** Catastrophic leave may be granted for an employee who faces financial hardship and is unable to work due to the natural or tragic disaster effect on the employee's principal residence resulting in displacement from residence.

> **7062.4.2** The employee must provide appropriate verification.

> **7062.4.3** The employee must be employed full time by the District and have been so employed by the District for at least one year prior to the request of Catastrophic leave.

> **7062.4.4** The employee must not be receiving compensation from Worker's Compensation or Disability Insurance.

7062.5 Duration: Catastrophic Leave may be taken up to 80 hours per qualifying event and to be exhausted within one year from date of event.

7062.6 The Office Manager is responsible for administering the Catastrophic Leave benefit.

7062.7 Application To request Catastrophic Leave, the prospective recipient submits a request to the District Manager (or designee), along with appropriate verification of the occurrence for the requested leave. In cases where the potential recipient is unable to initiate the process, a family member or the District Manager (or designee) may act on the employee's behalf. The paid leave may be used upon approval by the District Manager (or designee).