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# Board Policy



## **Humanitarian Catastrophic Leave**

Finding it to be in the best interest of Pierce County Library System, Humanitarian Catastrophic Leave (HCL) has been established to create a bank of leave hours for eligible Pierce County Library employees to cover catastrophic medical conditions, illnesses, injuries or impairments for themselves or their immediate families after an employee has exhausted all other available accrued leave.

Eligibility for the Leave is established for employees who work twenty (20) or more hours a week in regular positions after having completed two (2) full years of employment. Full-time eligible employees will have a total of one hundred and sixty (160) hours of Catastrophic Leave credited to their leave account. Part-time employees who work twenty (20) or more hours a week are entitled to the same leave consideration, in proportion to hours worked, as full-time employees.

The leave bank shall be a one-time benefit established by the Library for use by the employee in accordance with established administrative guidelines. This is not a vested benefit and the Library may repeal this leave bank at any time and any leave balances shall revert to the Library upon revocation.

Approval for leave will be made by a committee consisting of management, the Union and the employee's immediate supervisor.

### **Board Policy 4.11**

**Adopted by the Board of Trustees of the Pierce County Rural Library District, May 18, 1994.**

**Revised February 13, 2002**