



**Maricopa Community College District
Compassionate Leave Request Application**

Compassionate Leave is sick or vacation hours voluntarily donated by an employee to supplement. Lost wages of an employee due to catastrophic circumstances during the first 90 days of a disability,

An employee requesting Compassionate Leave must:

- be in an active regular, non-supplemental assignment receiving a pay check
- be covered by a policy manual and be Governing Board approved
- have, or have a family member with, a catastrophic illness or injury verified by a physician to be catastrophic
- be prevented from returning to work for a minimum of 30 consecutive days
- have exhausted all sick leave, compensatory time, and vacation
- submit completed form to the **District Compensation Department, Attn: Compassionate Leave Committee, Confidential**

Employee Section:

Employee's Name: _____ Employee Policy Group: _____

Supervisor's Name: _____ Location: _____

Family Member's Name: _____ Relationship to Employee: _____
(If request is based on family member's condition)

Requested Start Date of Compassionate Leave: _____ Ending Date: _____

I certify that all of the above information is correct to the best of my knowledge. I give permission to the Compassionate Leave Committee to review any information submitted with this application. I understand that I will be notified as to the status of my request by the Compassionate Leave Committee within five working days after a decision has been made.

Employee signature: _____ Date: _____

Physician's Section:

I certify that _____ (patient's name) is currently under my care for medical reasons. A general description of the illness/injury follows. I have attached documentation to support my statement as appropriate.

Due to the above medical reasons the employee is projected to be off work _____ weeks,
Beginning on _____ (date) and ending on _____ (date).

Physician's signature: _____ Date: _____

Physician's print name: _____ Office Phone: _____

Definitions:**Compassionate Leave:**

Compassionate Leave is the voluntary transfer of sick or vacation hours from one employee to another to provide the recipient with supplemental paid leave during the first 90 days of a disability.

The leave must be due to a catastrophic set of circumstances resulting from a non-work related illness or injury to the employee, which prevents the employee from returning to work for a specified period of time. The employee's previous pattern of absences will be reviewed. If previous accrued time has been used excessively or inappropriately, compassionate leave will not be approved. **Only one Compassionate Leave Request will be approved per illness or injury.**

Catastrophic:

An illness or injury may be considered catastrophic for the employee if it:

- is non-work related illness or injury
- results in the employee being unable to perform all duties of his/her active regular, non-supplemental assignment
- is seriously incapacitating such as those that have the potential for permanent disability
- is anticipated that the duration of the disability is at least 30 consecutive calendar days

An illness or injury may be considered catastrophic for the family member if it:

- is seriously incapacitating such as those that have the potential for permanent disability
- is anticipated that the duration of the disability is at least 30 consecutive calendar days

Family:

Family members are spouse/partner, children, or parents of an employee. This excludes in-laws except under extreme circumstances.

Specially Funded Employee:

Specially funded employees are those serving in positions that are covered by the Specially Funded policy manual.

Leave Accrued / Unused Leave:

The employee receiving the donated leave will accrue sick and vacation hours at a prorated rate. Newly accrued leave must be used prior to receiving additional donated leave.

Leave Value:

The value of donated sick or vacation hours will be adjusted proportionately from the wages of the employee donating hours to the wages of the employee receiving the donation. The recipient may receive up to **one-third** of his/her wages up to the first 90 days of the disability period. **Combination of Short Term Disability insurance, if purchased and Compassionate Leave benefits are not to exceed 100% of the employee's regular wages.**

All unused leave that has been donated for a specific individual will revert to the Compassionate Leave General Pool if the leave recipient terminates from the District, returns to work prior to using all leave donated, or if the need for the leave is otherwise abated.

Compassionate Leave ends upon the employee's return to work, termination from the District, or entry into the Mid-Term Disability Program.