

Establishing a Catastrophic Leave Bank Minimum Donation

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To: Current Catastrophic Leave Recipients, New Applicants and All Donors

From: Toni S. Christian
Director of Benefits Administration

Effective **September 1, 2019**, the Division of Talent and Culture is establishing a minimum donation amount of 5 days (37.50 hours) per donor, per donation for Catastrophic Leave Bank donations. Per the Board of Governors Rule 3.5, *“WVU maintains a catastrophic leave bank which provides for the deposit of sick and annual leave into a “bank” from which leave eligible employees approved for catastrophic leave may withdraw leave.”*

Often, there are not enough donations in the bank to pay a full pay to recipients in need. The distribution of donations from the bank must be enough to ensure each recipient can be processed for a full pay during an eligible pay period. Establishing a minimum donation requirement will increase the amount of donations available in the bank that could be utilized by recipients each pay period.

More information may be found on the Medical Management website:

<https://talentandculture.wvu.edu/benefits-and-compensation/medical-management/catastrophic-leave>

Questions regarding these guidelines should be directed to Medical Management at medicalmanagement@mail.wvu.edu or (304) 293-5700x8.

Enclosure (2019 Donation Deadlines)

CC: Talent and Culture Partners
Expert Business Offices