



Guideline for Payment of Catastrophic Leave

Effective July 1, 2013

May 1, 2013

To: Current Catastrophic Leave Recipients

From: Toni S. Christian
Director of Benefits Administration

The WVU Catastrophic Leave Program allows eligible employees who are approved for a medical leave and have exhausted all of their own available sick leave, annual leave and other paid time off, the opportunity to apply for participation to receive donations from WVU qualified employees. Once approved, this program makes it possible for an employee to continue receiving pay, if sufficient donations are received.

Effective **July 1, 2013** the Division of Human Resources has established a Guideline for Payment of Catastrophic Leave to eligible Catastrophic Leave participants. The guideline will assist in the administration of donation payments to eligible recipients.

Guidelines:

- An employee on approved Medical Leave that is seeking options for pay through Catastrophic Leave must provide application to Medical Management for approval to participate in the Catastrophic Leave Program. After approval for the program's next eligible pay cycle (application deadlines apply), the eligible employee must have received sufficient donations for full salary payment for the entire pay cycle.
- Full salary payment is defined as payment for individual working days in a defined pay cycle that meet a recipient's defined scheduled working hours per week in the pay cycle.
- A recipient will not be eligible for payment from Catastrophic Leave Donations (either from direct donation or from the Catastrophic Leave bank) for any cycle in which a full salary payment is not received. Full salary payment may be derived from a combination of the employee's own eligible leave accruals, eligible holidays, etc., and/or donations from a donor and/or donations from the Catastrophic Leave Bank.



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- Eligible donations received for an eligible recipient will be held as pending until the recipient has received enough eligible donations to cover full salary payment for the next upcoming eligible pay cycle (deadlines for donation apply).
- Employees that are currently participating, and all new applicants for the Catastrophic Leave Program, will be subject to the new pay guidelines effective July 1, 2013 (July 1-15, 2013 pay cycle).
- Exception to the guideline for full salary payment is only when a recipient is due payout for their own leave accruals prior to the start or completion of eligible Catastrophic Leave.

As a reminder, an eligible Catastrophic Leave recipient that does not receive full payment from Catastrophic Leave over two consecutive defined pays will be removed from the Catastrophic Leave Program and will be required to reapply. All donors must meet established pay cycle donation deadlines and eligibility in order to be eligible to donate to a Catastrophic Leave recipient.

Further information may be found on the Medical Management website http://medicalmanagement.hr.wvu.edu/catastrophic_leave.

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

Thank you.

Enclosure (2013 Donation Deadlines)

CC: HR Contacts