

**Eligibility for Leave Accruals and Holiday Pay During Approved Catastrophic Leave**

***Effective for the September 28, 2018 paycheck***

***(Pay Period 9/2 – 9/15/18)***

August 1, 2018

To: Current Catastrophic Leave Recipients and New Applicants

From: Toni S. Christian  
Director of Benefits Administration

Effective **Sept. 2, 2018**, the Division of Talent and Culture has established a guideline for current and new program participants which eliminates eligibility for future leave accruals, holiday pay and other paid time off (e.g., inclement weather closures) which would occur during an employee's approved program participation.

**Guidelines:**

- After an employee has met the current eligibility guidelines of the program for full payment, has exhausted their own accrued leave, and has begun participation, the employee no longer will be eligible to earn annual leave accruals, sick leave accruals, holiday payment or any other approved paid time off while being paid via eligible donations.
- **Each employee now will require a total of 10 days (75 hours) of eligible donations** for each pay period they are seeking full pay wage replacement from the program.

**Exceptions include:**

- At the onset of the program, an employee must provide enough eligible donations to complete a full salary payment during that pay period.
- Upon return to work, an employee must have enough eligible donations to complete full salary payment through their return to work date.
- Employees that are currently participating, and all new applicants to the program, will be subject to the guidelines effective September 2, 2018 (September 2 - 15, 2018 pay period).

As a reminder, an eligible Catastrophic Leave recipient that does not receive full payment from eligible donations over two consecutive defined pay periods will be removed from the program and will be required to reapply.

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](mailto:medicalmanagement@mail.wvu.edu) or (304) 293-5700x8.

Enclosure (2018 Donation Deadlines)

CC: Talent and Culture Partners