

Catastrophic Leave Committee Meeting Minutes
April 15, 2008
11:00 am

All committee members were in attendance: Earlene Martz, Chair, Ronny Rush, Bettie Estes, Kim Whitten & Nancy Dust

Earlene provided copies of the Ozarka College Catastrophic Leave Policy along with policies from other institutions for comparison. The Ozarka policy is in compliance with the OPM guidelines.

Earlene gave an update on the current leave bank balance and qualifications:

- Staff bank has approximately 9500 hours
- Faculty bank has approximately 3000 hours
- Qualification to receive days
 - 2 years of service
 - Exhausted all leave time (sick, vacation and holiday)
 - No pay status for 30 days
 - All leave time acquired while on CAT leave must be returned to the CAT bank
- Qualifications to donate days
 - Cannot bring donor employee's balance below 80 hours
 - Cannot coerce donations

There was general discussion about whether any changes needed to be made to the current policy, but it was decided that since the policy follows the OPM guidelines no adjustments are needed at this time. To define the policy more closely would restrict the ability of the committee to adapt to the needs of the college.

All Catastrophic leave requests must go before the Catastrophic Leave committee before an employee is granted CAT leave.

It was discussed that Libby Cone or Dr. Dusty Johnston be asked to explain the Catastrophic Leave Bank to employees at the next College Update.

Meeting adjourned at 11:45.

Submitted by Nancy Dust