

ADMINISTRATIVE CIRCULAR NO. 33
Office of the Chief Human Resources Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 1, 2021

To: All Employees

Subject: CATASTROPHIC LEAVE BANK OPEN ENROLLMENT
DONATION PERIOD AND OPT OUT INFORMATION

Department and/or

Persons concerned: All employees in the SDEA, AASD, POA, OTBS, OSS and PARA Bargaining Units, Non-Represented Management, and Confidential Group

Due Date: *Opt Out-* November 1, 2022 – 30, 2022
(SDEA/ AASD/ POA/ Non-Rep & Conf. only)
Donation Period- January 1 – 31, 2022 (OTBS/ OSS & PARA only)

Reference: All employees in the SDEA, AASD, POA, OTBS, OSS and PARA Bargaining Units, Non-Represented Management and Confidential Group

Action requested: Please post a copy of this circular. Employees must fill out the electronic form at this link: <https://forms.gle/MHmmbso4q3WUmEbKA> Paper forms will not be accepted.

Brief Explanation:

Certain employees may elect to participate in one of two Catastrophic Leave Banks. Eligible employees are listed below:

Certificated/ Management/ Confidential Bank	Classified Bank
SDEA unit members AASD unit members POA unit members Non- Represented Managers Confidential Employees	OTBS unit members OSS unit members PARA unit members
If you have already joined the bank; no further action is needed at this time. If you are unsure if you are a member of the bank, you can check by taking the following steps: View your March 2021 Pay Advice.	If you are a member of this bank, you must donate at least one (1) day <i>every year</i> to stay in the bank. Link to the donation form: https://forms.gle/MHmmbso4q3WUmEbKA

ADMINISTRATIVE CIRCULAR NO. 33

Office of the Chief Human Resources Officer

Page 2

Certificated/ Management/ Confidential Bank	Classified Bank
2. In the “Earnings” section, there will be a deduction titled, “Cat Sick.” (Log on to PeopleSoft HCM. Navigate to Self-Service> Payroll and Compensation > View Paycheck and then select the 03/30/2021 link to your paycheck.	
If you would like to join the bank, complete this donation form: https://forms.gle/MHmmbso4q3WUmEbKA	If you no longer wish to participate in this bank, <i>do not complete</i> the donation link.
If you wish to opt out of the automatic renewal for this bank, you must complete this form online at this link: https://forms.gle/CGELDVGxsMLi5RQ5A (must use Firefox or Chrome Browsers) before November 30, 2022. Donations are made on a three (3) year cycle, unit members are automatically renewed every three (3) years.	

Information for unit members in SDEA, AASD, POA Bargaining Units, Non-Represented Management and Confidential Group:

- **If you are enrolled in the bank, you don't need to take any action.**
- **This bank requires members to donate** one (1) full salary sick leave day or one (1) full salary vacation day to the bank *every three years*. Existing or new unit members may donate to the Bank at any time during the cycle.
- **The bank automatically deducts a day every three (3) years.** Unit members in the SDEA, AASD, POA Bargaining Units, Non-Represented Management and Confidential Group that are currently in the Bank will be automatically renewed every three (3) years in order to maintain membership in the Bank. The next automatic renewal will be January 1, 2022.
- The participant may opt out of the automatic renewal during the District's Health and Welfare Benefits Open Enrollment period prior to the automatic renewal. Withdrawal from the program will be effective on January 1, of the new cycle. If you wish to opt out of the automatic renewal you may complete this form online at this link: <https://forms.gle/CGELDVGxsMLi5RQ5A> (must use Firefox or Chrome Browsers).

New participants must be a member of the Bank for at least ninety (90) days prior to being approved to withdraw from the Bank. Exception: Participants who are current members of the Bank and who chose to make a donation in February 2016 during the Initial Donation period will have the 90 day waiting period waived.

Information for permanent unit members in the California School Employees Association (CSEA), OTBS, OSS and PARA Bargaining units:

- **January 2022 is the annual open enrollment period for permanent employees in the OTBS, OSS and PARA bargaining units** who wish to participate in the Classified Catastrophic Leave Bank unit members must annually donate a minimum of one (1) or more days of full salary sick leave or one (1) or more days of full salary vacation day to the bank in order to be a member of the Bank for the Calendar year.
- Additional language under the classified catastrophic leave bank waiving the 120-day waiting period for special and extreme circumstances.
- If you wish to participate in the program, please complete the enrollment/donation form online at this link: <https://forms.gle/MHmmbso4q3WUmEbKA> (use Firefox or Chrome Browsers) However, nothing precludes any eligible employee from donating to the bank at any time.

Questions regarding this program are to be directed to Darin Noyes by e- mail to LOA@sandi.net

APPROVED:

Acacia Thede
Chief Human Resources Officer

AT:gr
Attachment(s): Frequently asked Questions