

**ADMINISTRATIVE CIRCULAR NO. 29**  
Office of the Chief Human Resources Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** October 8, 2018

**To:** San Diego Education Association (SDEA), Administrators Association of San Diego (AASD), San Diego Schools Police Officers (POA), Classified School Employees Association (CSEA) OTBS, OSS, PARA, Non-Represented Management and Confidential Group

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

**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 9, 2018 (SDEA/ AASD/ POA/ Non-Rep & Conf. only)  
*Donation-* January 1 – 31, 2019 (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 print and post a copy of circular. Employees must fill out the electronic form at this link: <http://goo.gl/forms/0jZiaD45Eq> 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
<ul style="list-style-type: none"><li>• SDEA unit members</li><li>• AASD unit members</li><li>• POA unit members</li><li>• Non- Represented Managers</li><li>• Confidential Employees</li></ul>	<ul style="list-style-type: none"><li>• OTBS unit members</li><li>• OSS unit members</li><li>• PARA unit members</li></ul> <p><i>Probationary employees are not eligible for membership.</i></p>
If you are a member of this bank, you will automatically be reenrolled; no further action is needed at this time.	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: <a href="http://goo.gl/forms/0jZiaD45Eq">http://goo.gl/forms/0jZiaD45Eq</a>

Certificated/ Management/ Confidential Bank	Classified Bank
If you would like to join the bank, complete this donation form: <a href="http://goo.gl/forms/0jZiaD45Eq">http://goo.gl/forms/0jZiaD45Eq</a>	If you no longer wish to participate in this bank, <i>do not complete</i> the donation form.
If you wish to opt out of the automatic renewal for this bank, you must complete this form online at this link: <a href="https://goo.gl/forms/tHzKjNMT9oVqI2v92">https://goo.gl/forms/tHzKjNMT9oVqI2v92</a> (must use Firefox or Chrome Browsers) before November 9, 2018.	

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

- **February 2016 was the Initial Donation Period for continued membership in the Catastrophic Leave Bank.** Any existing unit member in the SDEA, AASD, POA Bargaining Units, Non-Represented Management and Confidential Group, who meet the eligibility requirements who wishes to participate or continue membership in the Catastrophic Leave Bank shall donate one (1) full salary sick leave day or one (1) full salary vacation day to the bank. Existing or new unit members may donate to the Bank at any time during the cycle.
- **Automatic enrollment January 1, 2019.** Following the Initial Donation Period and first donation cycle, additional donations shall be made on a three (3) year cycle (January 1, 2019; January 1, 2022, etc.). 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 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://goo.gl/forms/tHzKjNMT9oVqI2v92> (must use Firefox or Chrome Browsers). **Benefits Open Enrollment period of October 15, 2018 to November 9, 2018**
- **Additional changes to withdraw days from the Bank.** The unit member must have donated at least one (1) full salary sick leave or one (1) full salary vacation day to the Bank either during the Initial Donation Period or during any subsequent donation period. In order to be eligible, a member must have made the donation during the current three (3) year cycle in which withdrawal is being requested.

- 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 choose to make a donation in February 2016 during the Initial Donation Period will have the ninety (90) day waiting period waived.

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

- **January 2019 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: <http://goo.gl/forms/0jZiaD45Eq> (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 Gloria Rangel at (619) 725-8172, or by e-mail to [grangel@sandi.net](mailto:grangel@sandi.net)

APPROVED:



Acacia Thede  
Chief Human Resources Officer

AT:gr

Attachments (1)