

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 504

Subject: Catastrophic Leave Bank Program

Date Adopted: 12/91 Revised: 08/93, 12/12, 8/23, 5/24

It shall be the policy of the University of Central Arkansas to permit eligible, regular, full-time, twelve-month staff to voluntarily donate accrued annual and/or sick leave to the Catastrophic Leave Bank Program. It shall also be the policy of the university to permit eligible, regular, full-time, twelve-month staff to voluntarily receive leave from the Catastrophic Leave Bank Program. The Catastrophic Leave Bank Program does not create any expectations or promises of continued employment with the university and is merely a means of assisting eligible university employees through medical emergencies, injuries and illnesses should they exhaust all earned sick, annual, holiday and compensatory leave time. In addition, all full-time, benefits-eligible employees, including full-time faculty and staff, may utilize catastrophic leave for maternity leave purposes in accordance with Arkansas law.

Applications for catastrophic leave are available on the Office of Human Resources' website. All applications must be submitted to human resources and will be reviewed by the Catastrophic Leave Committee. The Catastrophic Leave Committee shall be composed of seven members who represent a relative demographic cross-section of the university's work force and shall be appointed by the president of the university. Participation shall be voluntary and the administration of the Catastrophic Leave Bank Program shall be in accordance with Arkansas law. The committee will make recommendations to the president, who will make the final determination after consultation with the executive staff.