

## Catastrophic Leave Committee

Minutes – July 2, 2013

- An email was sent to all committee members 1) reminding those who have been on the committee (all but one) of the Purpose and Responsibilities of the Committee as put forth for us by the president and 2) informing the one new member of this. The email also asked for any input on the need for a meeting this year to review the policy, discussion, etc.
- All members voted that they felt no need to meet and to continue to review cases and vote on them via email due to members being located on various campuses. This has seemed to work well for the committee so far. We met via email as the need arose on several occasions. The chairperson presented each case brought to the committee by an employee. The committee voted on the individual case for approval or denial. If approved, the request was then taken by the chairperson to the president for his review and subsequent approval/denial.