

## Catastrophic Leave Committee

Minutes – March 30, 2011 – 3:00 pm

- Call meeting to order
  - Meeting was called to order by Committee Chair, Haven David at 3:05 p.m.
- Welcome those in attendance
  - Those in attendance were: Lois Jablonski, Julie Lama, Nancy Smith, Angela Walker, Bobbie White, Keta Jolly, Cyndi Danner, Connie Monteith, Mary Ann Noah, Rachel Winship and Haven David
- Went over the Purpose and Responsibilities of the Committee as put forth for us by the president.
- Reviewed the Sick Bank Policy
  - Julie Lama had a question regarding the use of the sick bank for family members. Sick bank can be used for the care of family members if approved.
  - Keta Jolly questioned the total number of days that can be used. This is a total of 60 days including a combination of the employee's sick leave and the sick bank leave in the fiscal year.
  - Bobbie White questioned the purpose of FMLA. It does not affect Catastrophic Leave. It is a federal law that protects an employee's job while out for certain types of leave.
  - No changes, updates or clarifications were made to the Sick Bank Policy.
- Discussion of how reviews of requests for the leave should be handled
  - It was decided that at least 5 committee members plus the Chair should meet to review each request for Catastrophic Leave.
  - There were no changes made to how the requests were to be made.
  - There was some discussion regarding HIPPA regulations since the committee would be reviewing the requests. The Chair will look into this further and discuss with the president. One suggestion made was that no names be mentioned, just the specifics of the requests, keeping each one anonymous. It was felt strongly that each member would need to sign some sort of HIPPA confidentiality statement. The Chair will research this ASAP.
- Committee will meet only on an as needed basis to review requests from this point on.
- Meeting was adjourned.