



Tustin Unified School District

**CATASTROPHIC LEAVE PROGRAM
OPEN ENROLLMENT CONTRIBUTION FORM**

During the open enrollment period, all unit members employed by the District shall be eligible to contribute to the Program provided that the unit member shall have a minimum of nine (9) accumulated sick leave days remaining after contributing a sick leave day to the Program. **If you have donated a day to the catastrophic leave program during a previous open enrollment, an additional donation is not required.**

I.D. #: _____

Name: _____
Last First M.I.

Street Address: _____

City/State/Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Site/Location: _____ Email Address: _____

I understand that donated day(s) shall be credited to the Catastrophic Sick Leave Program to be used by catastrophically ill or injured TEA Bargaining Unit Members who meet the criteria outlined in the agreement between TEA and TUSD. I also understand that my donation to the Catastrophic Sick Leave Program establishes my eligibility to withdraw from the Program in the event that I qualify under the terms of the agreement between TEA and TUSD.

CONTRIBUTIONS:

- The initial contribution by each participating unit member shall be one (1) day of sick leave.
- Days contributed to the Program shall be a general contribution, not made for a specific member of the Program.
- Each day donated to the Program shall equate to one (1) day of catastrophic leave.
- Upon initial contribution to the Program, no further assessment shall be required from participants unless the number of days in the Program drops below sixty (60).
- Sick leave contributions made pursuant to this provision shall be irrevocable.
- Days in the Program shall accumulate from year to year.
- In the event that the number of days in the Program drops below sixty (60), the Committee shall send out notification to all bargaining unit members that they must contribute an additional day in order to remain a participant in the Program.

I agree to have one day deducted from my sick leave and deposited in the Catastrophic Leave Program.

Signature

Date

Participation in the Program:

All bargaining unit members shall be eligible to contribute to the Program during the first thirty (30) calendar days of the student instructional year.

Bargaining unit members hired *after* the first day of the student instructional year shall be eligible to contribute to the Program during the first thirty (30) calendar days of employment.