

10/5/2015

Personnel - How to Request Catastrophic Injury Leave (CIL)

Faculty ~ Article 13.21

The applicant (or agent) for CIL must submit an Application for Leave Request form (see appendix J) in writing to the Vice Chancellor of Human Resources. All requests must be accompanied by a physician's statement which verifies catastrophic illness or injury of the faculty member or the faculty member's immediate family member.

Both the Vice Chancellor of Human Resources and the President of the AFT 6157 will recommend approval of CIL only in the cases of catastrophic illness or injury.

CSEA ~ Article 13.12

An applicant shall submit an Application for Leave request to the Vice Chancellor of Human Resources. All requests must be accompanied by a physician's statement verifying the Catastrophic Illness or Injury.

The Vice Chancellor of Human Resources and the CSEA President shall review the application and determine if the applicant is eligible for CIL.

MSC ~ Section 11.11

The applicant or his/her designated agent for CIL must submit an Application for Catastrophic Illness Leave - MSC form (Appendix I) to the Benefits Analyst in Human Resources. All requests must be accompanied by a health care provider's statement verifying the catastrophic illness or injury of the MSC employee or his/her immediate family member.

The Benefits Analyst will provide the Vice Chancellor of Human Resources and the Chancellor relevant information and documentation for approval of CIL.

The identity of the employee receiving CIL will be kept confidential unless the unit member authorizes release of his or her identity. Other information related to the circumstances of the Catastrophic Illness or Injury will remain confidential.

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