

Date: February 4, 2015

To: Catastrophic Leave Bank Program Members From: Kristin Jiroudek, CAT Bank Administrator
Human Resources

Re: Catastrophic Leave Bank Program Maintenance Contribution

On January 27, 2015, the Health Insurance Benefits and Wellness Advisory Committee (HIBWAC) was updated on the status of the Catastrophic Leave Bank Program (CAT Bank). As of December 27, 2014, the CAT Bank had over 2,940 members who contributed over 52,000 hours. During the first half of the fiscal year (July 2014 through December 2014), 94 CAT Bank members received hours from the CAT Bank. Of those recipients, approximately 53% were on Family and Medical Leave for their own serious health conditions. *Your membership in the CAT Bank is making a difference in the lives of fellow employees.*

HIBWAC also conducted an annual review of the CAT Bank balances and has determined that each CAT Bank member will be required to make a maintenance contribution in 2015 as allowed for and outlined in [Administrative Procedure 23-46](#). Please see details and important dates for the maintenance contribution below.

- Maintenance contributions will be deducted from leave accruals the week of Monday, March 9, 2015.
- Amounts of maintenance contributions are based on membership levels as outlined below.

FT / PT Enrollment, Maintenance & Allocation Levels	Leave Hours Required to Maintain Membership*
Eligible Full-Time Employee (80 hrs/pay period)	8 hours
Eligible Part-Time Employee (less than 80 hrs/pay period)	4 hours
Eligible Part-Time Employee (less than 80 hrs/pay period) Joining at the FT Level	8 hours

- Sick leave will be withdrawn first with the balance (if any) being withdrawn from annual leave accruals.
- If a CAT Bank member does not have enough sick and annual leave accruals for the contribution to be withdrawn, he/she shall notify the CAT Bank Administrator by email no later than Monday, February 23, 2015.
 1. After review by the CAT Bank Administrator, the member may be granted permission to make a maximum of two (2) installment contributions over two (2) pay periods to be withdrawn March 9, 2015, and March 23, 2015.
 2. ***If the member does not have adequate leave accruals to make the full maintenance contribution by March 23, 2015, his/her membership in the CAT Bank shall be canceled.*** Partial hours withdrawn from the member's leave accruals and applied toward the current maintenance contribution will be returned to the employee.
- A CAT Bank member who is currently on an approved Leave of Absence and receiving CAT Bank hours will have two (2) pay periods following his/her return to work to complete the maintenance contribution.
- A new CAT Bank member is exempt from a mandatory maintenance contribution due within his/her first year of employment. Employees hired before March 9, 2014 are required to contribute.

Please visit the [Catastrophic Leave Bank Program \(CAT Bank\)](#) web page for additional information. You may direct any questions regarding this memo to the CAT Bank Administrator by email at CATBankAdmin@pima.gov.