

Catastrophic Leave & Catastrophic Leave Bank Program

What would you do if a serious medical condition required an extended absence from work and resulted in the loss of income? What if all of your sick and annual leave would not cover your absence from work? The A-State Catastrophic Leave Bank is here to help!

Catastrophic Leave

What is considered a Catastrophic Illness?

A medical condition of an employee, employee's spouse, employee's parent, or employee's child who may be claimed as a dependent as certified by a physician (or other individual as provided in ARK. Code Annotated 21-4-201 et seq.) that requires an employee's absence from duty for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, holiday, and compensatory leave time.

Do I qualify to receive Catastrophic Leave?

Employees who have 80 hours of vacation and/or sick leave in the system at the onset of an illness or injury and have completed the two years of service may apply for Catastrophic Leave or for a [Catastrophic Leave for Dependent/Child](#) to supplement their income while they are on leave from the University.

How do I apply for Catastrophic Leave?

Complete the [Catastrophic Leave Application](#) or the [Dependent Child Certification Form](#).

Catastrophic Leave Bank Program

What is the Catastrophic Leave Bank Program?

The **Catastrophic Leave Bank Program** is approved by the Department of Finance and Administration and operated by the Department of Human Resources in concert with the Employee Benefits Committee to provide for the orderly authorization and administration of catastrophic leave.

The **Catastrophic Leave Bank** is a pool of accrued annual and sick leave voluntarily donated by employees, which may be approved by the University for use by other employees to supplement their income while they are on leave from the University.

After completing two years of service with Arkansas State University, employees become eligible for the Catastrophic Leave Bank Program.

How can I donate to the Catastrophic Leave Bank?

Employees may elect to donate to the Catastrophic Leave Bank after completing two years of service and may donate sick or annual leave hours in increments of 8 hours. Donations to the Catastrophic Leave Bank are critical. Once the Catastrophic Leave Bank is depleted, the program will not be available for usage by any A-State employee. To donate, complete the [Donation Form](#).

More questions about the Catastrophic Leave or the Catastrophic Leave Bank Program? [View the Operating Procedure](#) or contact Human Resources!

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