

October 5, 2017

To: CAS Staff  
From: Tom Kaiser, Manager, Human Resources Management  
Subject: **CTA/CAS Extraordinary Leave Bank**



In accordance with Article 19.L of the CTA/CAS Collective Bargaining Agreement, CTA maintains an Extraordinary Leave Bank (ELB) to provide paid leave for participating CAS members who exhaust all earned sick leave, and is suffering from a personal illness or accident as verified by a physician or Christian Science practitioner, up until the employee is eligible to receive income protection insurance benefits provided by The Standard Insurance. The ELB also provides paid leave to a participating CAS member to care for a family member suffering a catastrophic illness or injury after the Paid Family Leave (PFL) payments have been exhausted.

Regular Full-Time CAS staff may participate by contributing at least one (1) banked vacation day to the ELB. A participant may contribute up to four (4) days of banked vacation.

Regular CAS staff who wish to begin participation in the ELB or who wish to contribute an additional day (or days) must complete the enclosed form and return it to the Payroll Office no later than November 3, 2017.

**Please note the following:**

1. Only regular full-time CAS staff are eligible to participate in the ELB.
2. Temporary and probationary staff are not eligible to participate in the ELB.
3. Only banked vacation days may be contributed to the ELB.
4. Only a 1-day contribution is required to be eligible to draw from the ELB.
5. The employee's total accumulated vacation leave bank maximum will be permanently reduced by the number of days contributed to the ELB.  
Example: If you contribute 4 days, your total accumulated vacation leave bank maximum will be permanently reduced to 36 days.
6. Contributions to the ELB may be made only during the first 30 days of each fiscal year (*with an exception this year due to contract bargaining*), or within 30 days of achieving regular status.

Please contact Jenny Hu at (650) 552-5225 should you have any questions regarding contributions to the ELB.

Enclosure  
TK:jw

cc: Joe Nuñez  
Wei Pan  
Jenny Hu  
Dawn Basurto  
CTA Managers  
CTA Supervisors

**CALIFORNIA TEACHERS ASSOCIATION  
CALIFORNIA ASSOCIATE STAFF  
EXTRAORDINARY LEAVE BANK**

In accordance with Article 19.L, of the Agreement between the California Teachers Association and the California Associate Staff, I choose to participate in the Extraordinary Leave Bank. I hereby authorize the transfer of \_\_\_\_\_ vacation day(s) from my accumulated (banked) leave to the Extraordinary Leave Bank. I understand that my accumulated (banked) vacation will be reduced permanently by the number of day(s) transferred into the Extraordinary Leave Bank.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

FOR ACCOUNTING USE ONLY

Date Received \_\_\_\_\_

Total Accumulated Leave Bank \_\_\_\_\_ at 8/31/\_\_\_\_

Less Day(s) Contributed \_\_\_\_\_

Adjusted Accumulated Leave Bank \_\_\_\_\_

Maximum Ceiling \_\_\_\_\_\*

\*Must be fewer than 40 days. Represents new maximum ceiling.

\_\_\_\_\_  
Verified By

\_\_\_\_\_  
Date

**RETURN THIS FORM TO THE PAYROLL OFFICE  
IN BURLINGAME NO LATER THAN NOVEMBER 3, 2017**