

# Attendance & Schedule

## Catastrophic Illness Leave Bank

Supersedes:  
Effective: 07-01-04

### I. PURPOSE

The purpose of this policy is to provide additional paid leave to eligible uniformed employees of Boston EMS, a bureau of the Public Health Commission, for recovery from or treatment for a catastrophic illness. Uniformed employees of Boston EMS include EMS Division BPPA members and uniformed command staff not represented by the EMS Division BPPA.

### II. POLICY

Subject to the provisions of this policy, recipients may receive a maximum of 120 days of additional paid leave every two (2) calendar years, provided that whenever a recipient has used 100 days of paid leave from the CILB, the matter will be referred to the CILB Committee for consideration of additional leave beyond 120 days. All benefit-eligible, full-time uniformed employees of Boston EMS may participate in the CILB.

### III. ELIGIBILITY

The recipient eligibility requirements are as follows:

- Applicant must be full-time employee and uniformed members of Boston EMS who are eligible to earn, and have exhausted his/her entire balances of accrued paid leave, including sick, personal, holiday compensatory and vacation time.
- Applicant must not be entitled to receive Worker's Compensation.
- All publicly funded disability benefits for the catastrophic illness and any compensation provided by or through the Commission shall reduce payments under this policy on a dollar for dollar basis.
- The Boston EMS CILB Committee must approve applicant by a majority vote of all committee members.
- Effective July 1, 2004, to be eligible to receive benefits from the CILB the applicant must have contributed a minimum of eight (8) hours of sick, personal, or vacation time pursuant to the procedures described below in Section IV. (Provided that this requirement shall not limit the ability to implement this policy on a case-by-case basis prior to July 1, 2004).
- Applicant must not have received 120 days paid leave or more from the CILB within the previous two (2) calendar years, except as provided in Section II above.
- Applicant must provide any medical documentation required by this policy and any other medical documentation requested by the EMS CILB Committee.

### IV. CONTRIBUTION CRITERIA

In order to participate as a recipient in the CILB uniformed employees of Boston EMS must have a minimum of one (1) year service as a uniformed employee of Boston EMS and must contribute a minimum of eight (8) hours of accrued sick, personal, or vacation time annually to the CILB during the CILB contribution period. The CILB contribution period shall be in January each year and uniformed employees may contribute earned sick, personal or vacation time to the CILB. A maximum of eighty (80) hours of earned time may be contributed annually, provided that the Boston EMS CILB Committee may authorize additional contributions in order to maintain a sufficient balance in the CILB. Contributions shall be made using the CILB Contribution Form, which shall be available from the EMS Bureau of Professional Standards. At the end of each year unused hours that have been contributed shall remain in the CILB for the future use.

#### V. RECIPIENT CRITERIA

All applicants to the CILB, or those applying in the applicant's behalf (e.g., family member, coworker), must submit a written request to the Bureau of Professional Standards in order to be considered by the CILB Committee for participation.

The EMS Bureau of Professional Standards must obtain, either through a request by the applicant or by solicitation, valid documentation from the applicant's health care provider attesting to the illness. Applicants must sign any releases required under the Health Insurance Portability Accountability Act ("HIPAA") to enable the CILB Committee to receive and review medical documentation necessary to respond to the application.

The Bureau of Professional Standards will notify the CILB Committee of each request and furnish all documentation necessary for the Committee to make an informed decision.

#### VI. CATASTROPHIC ILLNESS LEAVE BANK COMMITTEE

The Boston EMS CILB Committee shall be comprised of the following persons or his/her designee: the Medical Director of the Boston Public Health Commission; the Boston Public Health Commission Director of Human Resources, the Superintendent in Chief of Boston EMS; and the president of the EMS Division/BPPA union local. The committee shall have the following duties:

- Maintaining oversight of the CILB and policy.
- Reviewing and making a timely decision on all applications to the CILB.
- Determining the appropriate amount of paid leave to be allocated to each recipient based upon the number of available days in the CILB.
- Determine the frequency of employee contributions to the CILB.
- Notify all eligible employees of the CILB annually.
- Reserve the right to cancel benefits, or deem ineligible any applicant or participant.

#### VII. CATASTROPHIC ILLNESS DETERMINATIONS

In compliance with FMLA the employee must provide medical documentation from a licensed health care provider. Such documentation shall state that either the employee has been diagnosed with a serious illness or injury. A serious illness or injury is one that necessitates life-saving or life-sustaining treatment and prolonged incapacity or rehabilitation.