

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- CLASSIFICATION & COMPENSATION BULLETIN -

Date: June 13, 1997

Subject: Wisconsin Human Resources Handbook Chapter 752 -
Catastrophic Leave Program

Locator No: CC/POL-37

Attached is Chapter 752 of the Wisconsin Human Resources Handbook - Administration, Classification and Compensation, entitled "Catastrophic Leave Program." The purpose of this new chapter is to provide guidance to agencies in implementing a catastrophic leave program for nonrepresented employes.

Section 230.35(2r), Wis. Stats., provides the authority for the Secretary of the Department of Employment Relations (DER) to establish a catastrophic leave program. The policies to be followed in the administration of the catastrophic leave program are set forth under s. ER 18.15, Wis. Adm. Code, *which will become effective on July 1, 1997.*

The catastrophic leave program allows permanent and project classified nonrepresented employes to voluntarily donate certain leave credits to other permanent and project classified nonrepresented employes who have been granted unpaid leaves of absence due to a catastrophic need for which no eligible paid leave benefits or replacement income are available. *Nonrepresented donors may not make donations to represented recipients.*

The attached handbook chapter provides direction for developing and implementing agency catastrophic leave procedures. Included as an attachment to the chapter are forms to be used for applying for catastrophic leave benefits, verifying employe eligibility for catastrophic leave benefits, and donating leave credits to a recipient. These forms may be photocopied as necessary for agency use.

As catastrophic leave benefits are available to nonrepresented employes *effective July 1, 1997* (the effective date of the administrative rule), agencies should have all necessary procedures in place and a catastrophic leave coordinator(s) designated by that date. **Please submit the name of your agency's catastrophic leave coordinator(s) as soon as designated to:**

Kathy Kopp, DER/DCC

137 E. Wilson St.

Madison, WI

E-mail: kkopp@mail.state.wi.us

Phone: 608/267-0343

Questions concerning the information contained in the attached handbook chapter may be directed to Kathy Kopp at the above address, e-mail, or phone number.

James A. Pankratz, Administrator
Division of Classification and Compensation

Attachment