

## TTA Catastrophic Leave Bank Committee Rubric

Is the applicant a bargaining unit member?	YES	NO	UNKNOWN	
Is the request on the proper form and complete?	YES	NO	UNKNOWN	
Does the applicant have income protection insurance?	YES	NO	UNKNOWN	
Is this a workers comp case?	YES	NO	UNKNOWN	
Is the applicant out of sick days?	YES	NO	UNKNOWN	
Is this a second request for more days?	YES	NO	UNKNOWN	
Is this a severe or incapacitating illness or injury?	YES	NO	UNKNOWN	
Has the applicant provided sufficient/objective information or medical verification (doctor's note) of illness or injury?	YES	NO	UNKNOWN	
Has the applicant identified their financial need?	YES	NO	UNKNOWN	
Has the applicant exhausted the Family Medical Leave Act (FMLA) if applicable?	YES	NO	UNKNOWN	
Based on this application, how acute would you say this person's situation is?	VERY ACUTE	ACUTE	SERIOUS	MINOR

Committee Members, when processing CAT leave applications:

- Review the Rules and Procedures
- Consider the CAT leave bank balance
- Examine and reflect on the application
- Consult with the committee
- Keep the information confidential
- Be compassionate