



CRISIS LEAVE POLICY FOR CLASSIFIED EMPLOYEES

Effective Date: October 7, 2020
Responsible Office: Human Resources
Division: Operations

Revised Date: January 5, 2021

I. PURPOSE/OBJECTIVE

The purpose and objective of this policy is to provide a Leave Bank for eligible employees to share accrued annual leave with eligible employees who need additional leave to facilitate their return to work on a calendar year basis. Please note that this policy shall not create a legal entitlement.

II. STATEMENT OF POLICIES

A. **Crisis Leave** is leave hours donated by employees into a Crisis leave pool to be used by employees who are suffering from their own serious health condition or personal emergency which has caused or is likely to cause the employee to take leave without pay or to terminate employment. Employees may irrevocably donate annual leave to the Crisis Leave Program pool.

B. **Personal Emergency** means a catastrophic illness, serious injury, or natural disaster/emergency experienced by a full-time employee or the employee's spouse or a minor child of the employee, which prevents the employee from performing his/her duties for a period of more than ten consecutive days which the employee is scheduled to work and the employee does not have sufficient annual or compensatory leave credited to the employee to cover the entire period of illness or injury.

III. CRISIS LEAVE FOR EMPLOYEES

A. In accordance with State Civil Service Rule 11.34, Crisis leave shall be applied for by the employee and may be taken only when approved by the review committee and the campus president or his/her designee. An employee does not need to donate to the leave pool in order to receive; however, the employee must provide written documentation of the need for leave. The review committee may choose to require an opinion from a health care provider, especially for extended leaves.

B. To be eligible to participate in the Crisis Leave Program an employee shall:

1. be a full-time employee who is eligible to earn annual or sick leave,
2. have completed at least: (a) one academic year of service with the institution if employed on an academic year basis, or (b) one fiscal year of service with the institution if employed on a 12-month basis,

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3. have used all sick, annual, and compensatory leave before requesting leave from the Crisis pool.
- C. Donating employees must retain a minimum balance of 120 hours of annual leave after the donation.
- D. Donating employees may donate a maximum of 240 hours per year.
- E. Employees who use leave from the pool shall not be expected to pay it back.
- F. Donations shall come from “annual” leave reserves.
- G. Donations shall only be allowed to the Crisis Leave Program pool and not to an individual.
- H. The maximum crisis leave that will be granted to an eligible employee is 240 hours during a crisis leave pool year.
- I. Days shall be transferred from the pool as used.
- J. Employees receiving workers compensation or benefits from a long-term disability insurance policy are not eligible to participate.
- K. This policy shall not create a legal entitlement. If Grambling State University chooses to end its Crisis leave pool, any accrued leave would continue to be used through the pool until depleted.

IV. COMPENSATION AND BENEFITS

- A. The maximum monetary value of the crisis leave granted shall be seventy-five (75%) percent of the employee’s base pay customarily received in a regularly scheduled workweek.
- B. An employee on crisis leave will be considered in partial paid leave status and continue to receive benefits as appropriate.
- C. While off from work on crisis leave, an employee is not eligible to accrue leave.

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V. Review Committee

- A. A review committee shall be appointed by the campus president to recommend approval/disapproval of requests for leave under the Crisis Leave Program.
- B. Membership on the review committee shall be proportional to the participation by faculty and staff.
- C. Classified employees are eligible to participate within the guidelines of the Louisiana Department of State Civil Service.