

CRISIS LEAVE PROGRAM

Classified Staff

Authorization

This Crisis Leave Program is established and approved by the State Civil Service Commission in accordance with Act 1008 passed by the Louisiana Legislature in 1992, Senate Concurrent Resolution 54 of the 1997 Regular Session of the Legislature and Civil Service Rule 11.34, Crisis Leave Pool.

Purpose

The Crisis Leave Program is a means of providing paid leave to an eligible classified employee who has experienced a serious illness or injury to himself or herself or an eligible family member. For the purpose of this policy we will use the definition of serious illness or injury as outlined by the Family and Medical Leave Act. The intent of the program is to assist employees who, through no fault of their own, have insufficient paid leave balances to cover the crisis leave period. Crisis leave can only be used on a continuous basis. It is not to be used on an intermittent basis.

Definitions

Licensed Medical Service Provider (LMSP) - a practitioner, as defined in the Louisiana State Licensing Law (relative to that LMSP's field of service), who is practicing within the scope of his or her license. This is to include licensed Physicians (a doctor of medicine) or MD, doctor of osteopathy or DO, or licensed Chiropractors, Counselors, or Therapists as recognized and licensed by appropriate State boards or authorities.

Serious Health Condition - is an illness, impairment, physical or mental condition, or injury caused by a serious accident on or off the job, that involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility;
2. Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three calendar days, that also involves continuing treatment by (or under supervision of) a health care provider; or
3. Continuing treatment by (or under supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days.

Voluntary or cosmetic treatments (such as most treatment for orthodontia or acne) that are not medically necessary are not "serious health conditions," unless inpatient hospital care is required. Restorative dental surgery, after an accident, or removal of cancerous growths are serious health conditions provided any of the other conditions are met (1, 2, or 3). Treatment for allergies or for substance abuse, are serious health conditions if any of the other conditions are met (1, 2, or 3). Prenatal care is included as a serious health condition. Routine preventative physical examinations are excluded.

Leave Pool Manager - The Payroll Director will manage the leave pool balances.

Crisis Leave Committee - The committee shall be comprised of five classified employees, the Human Resources Director and the Payroll Director. The President shall appoint the five classified employees. The President shall also appoint the chair of the committee from the five classified employees selected. The committee will serve to administer the Crisis Leave Program. When not otherwise specified in written policy, the Committee may recommend operational guidelines and procedures for the Crisis Leave Program. The Human Resources Director and the Payroll Director shall serve in an ex-officio non-voting capacity on the committee.

Eligibility Requirements

To be eligible to receive annual leave from the Crisis Leave Pool an employee shall meet the following requirements:

- Be a full-time permanent classified employee eligible to earn and use annual leave.
- Have completed at least one year of service (12 months) with the University.
- Have used all of his/her sick, annual, and compensatory leave before requesting annual leave from the pool.
- The employee or the employee's eligible family member must suffer from a catastrophic or serious health condition, illness or injury; and
- The employee has exhibited a good attendance record (with no history of leave abuse) and is not absent from work due to disciplinary reasons; and
- The appropriate documentation from a licensed medical service provider is provided for the committee's review.

An employee is not required to contribute to the Crisis Leave Pool to be eligible to receive crisis leave.

Eligible Family Member is defined as:

- an individual living in the same household who is related to the employee by kinship, adoption or marriage, or a foster child so certified by the Louisiana Office of Children's Services; or
- an individual not living in the same household who is related to the employee by kinship, adoption or marriage, and is totally dependent upon the employee for personal care or services on a continuing basis.

The Crisis Leave Committee determines the amount of crisis leave granted for each serious illness or injury. The amount of leave granted to an employee will generally reflect the recommendations of the licensed medical service provider, subject to the following limits:

- A maximum of 240 hours may be requested by an employee during one calendar year.
- Crisis leave may not be granted to any individual to extend paid leave status beyond a total time in leave status of 12 weeks.

- The value of the annual leave granted as crisis leave may not exceed 75% of the employee's pay received in a regular workweek. The remaining 25% shall be leave without pay.
- Crisis leave will terminate on the date of death of the terminally ill employee or family member.

Donation Procedures

Contributions to the Crisis Leave Pool are strictly voluntary; no employee shall be coerced or pressured to donate leave. An employee donating to the pool may not designate a particular employee to receive donated time. Donations are accumulated in the pool on a calendar basis and awarded on a first-come, first-served basis to eligible employees. Donations must be renewed annually. Donations are limited to the following terms:

- an employee may donate a minimum of four (4) hours of annual leave and up to a maximum of 240 hours of annual leave per calendar year (no sick or compensatory leave).
- donations are made in whole hour increments.
- the donor must have a balance of at least 120 hours of annual leave remaining after the contribution.

The employee must complete a leave form and designate the leave as a "Donation to the Crisis Leave Pool". This form should be turned in to the immediate supervisor for approval, who then forwards the form to the Payroll Director, who manages the Crisis Leave Pool.

Request Procedures

A classified employee may request leave from the Crisis Leave Pool by the submission of a letter, an "Application for Use of Crisis Leave Pool" and a statement from the employee's or family members licensed medical service provider. The documentation must include:

- beginning date of the illness or injury; and
- detailed description of the illness or injury, including any requested information useful in making a final determination of eligibility; and
- prognosis for recovery, if the request is for an employee; and
- anticipated return to work date; and
- documentation, as requested by the Human Resources Director, to establish eligibility of a family member (birth certificate, marriage license, adoption papers, etc.).

The request and accompanying documentation is submitted to the Human Resources Director. The Human Resources Director reviews the request to make sure that the employee is eligible to receive crisis leave. The employee requesting crisis leave must provide all requested information necessary to make a final determination of eligibility.

All requests for crisis leave shall be treated as **confidential**. All requests and documentation for crisis leave are submitted in envelopes marked "confidential". The Human Resources Director will notify the chair of the Crisis Leave Pool Committee to call a meeting. Requests will be reviewed and approved or disapproved by the Crisis Leave Pool Committee.

Each request will be stamped with the date upon receipt by the Human Resources Director, and handled on a first-come, first-served basis. The request should be submitted at least ten (10) days before the crisis leave is needed, when possible. This is necessary to allow the Crisis Leave Pool Committee time to receive, review the request and either approve all or part of the request, or deny the request, and issue a letter of approval or denial to the employee, the employee's supervisor or budget unit head.

If the request is approved, the Payroll Director will credit the approved time to the employee's leave record.

Any approved crisis leave is used and documented in accordance with the same procedures as regular paid leave taken by the employee.

Changes in Status Affecting Crisis Leave

The granting of crisis leave is meant to cover only the circumstances for which it was requested. If any change occurs in the nature or severity of an illness or injury, or of any other factor on which the approval was based, the employee must provide documentation describing the change to the Human Resources Director. The employee can request more crisis leave subject to the limits outlined above; however, extensions of crisis leave are not automatic. Each extension must be approved on a first-come, first-served basis. The employee, immediate supervisor, and primary timekeeper will be notified accordingly.

Hours granted from the Crisis Leave Pool may be used only for reasons stipulated in the approved request. The use of leave from the Crisis Leave Pool that is not in accordance with procedures and requirements outlined in this policy may constitute payroll fraud and will be dealt with accordingly.

Employees who are able to return to work, before using all of their granted crisis leave, must return the unused leave to the Crisis Leave Pool.

Compensation and Benefits

Crisis leave will be awarded hour for hour regardless of the giving or receiving employee's rate of pay.

An employee in crisis leave status will be considered in partial paid leave status and will continue to receive benefits as appropriate.

In accordance with Civil Service Rule 11.5 (a) employees on crisis leave will not accrue annual or sick leave while using donated leave from the Crisis Leave Pool. Payroll will adjust their automatic leave earnings accordingly.

Appeals

The decision to approve or deny crisis leave by the Crisis Leave Committee is final and not subject to appeal.

References: Act 1008, 1992 LA Legislature
SCR 54, 1997 LA Legislature
Civil Service Rule 11.34, Crisis Leave Policy
Civil Service Rule 11.5 (a) Earning of Annual Leave and Sick Leave

**CRISIS LEAVE PROGRAM
CLASSIFIED EMPLOYEES**

APPLICATION FOR USE OF CRISIS LEAVE POOL

Name: _____

ID: _____

I am requesting to use _____ Hours from the Crisis Leave Pool. I certify that I meet the eligibility of the The University of Louisiana at Monroe Crisis Leave Program. In accordance with the Crisis Leave Policy, I have attached written documentation from my healthcare provider/physician outlining the need for crisis leave and my personal statement explaining my request. I understand that, if approved, the maximum number of crisis leave days/hours that I can draw from the Program is limited to 30 days or 240 hours per calendar year. I also understand that this request shall not create a legal entitlement.

Applicant's Signature

Date

Instructions: Complete the above form and attach your statements explaining your request to use hours from the Crisis Leave Pool. Forward your completed application to the Office of Human Resources, University of Louisiana at Monroe. Requests will be reviewed and approved or disapproved by the Crisis Leave Pool Committee.

_____ Request Approved

_____ Request Disapproved

Appointing Authority Signature

Date

**CRISIS LEAVE PROGRAM
CLASSIFIED EMPLOYEES**

DONATION TO THE CRISIS LEAVE POOL FORM

I hereby authorize The University of Louisiana at Monroe to deduct from my annual leave account _____ accrued hours and place them in the University Crisis Leave Pool. This donation of leave is made with the understanding that it is irrevocable and will not be refunded to me. I understand that I may donate a minimum of four (4) hours of annual leave and up to a maximum of 240 hours of annual leave per calendar year (no sick or compensatory leave). I understand that I must have a balance of at least 120 hours of annual leave remaining after the contribution.

Employee's Signature **Date**

Supervisor's Signature **Date**

Employee's I D

Instructions: Complete the above form and submit to the Payroll Office.