



Crisis Leave Program Policy for Faculty and Unclassified Staff

Policy #:	HR007.1
Policy Type:	University
Responsible Executive:	VP for Business Affairs
Responsible Office:	Human Resources
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Latest Revision:	January 6, 2020
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I. Policy Statement

A. The University of Louisiana Monroe has established a ***Crisis Leave Program*** whereby employees may voluntarily and irrevocably donate annual and/or sick leave to a ***Crisis Leave Pool*** for use by an ***Eligible Employee*** if such employee is suffering from his/her own ***Serious Health Condition*** or ***Personal Emergency*** (as well as that of an ***Immediate Family Member*** -- spouse or a minor child) which prevents the employee from performing his/her duties for a period of more than ten (10) consecutive days which the employee is scheduled to work and which has caused or is likely to cause the employee to take leave from work without pay or to terminate employment.

B. Disclaimer. This policy and any term or condition reflected herein shall not create a legal entitlement. Decisions to grant ***Crisis Leave*** will be made at the University level. If the University chooses to end its Crisis Leave Program, any accrued leave would continue to be used through the pool until depleted.

II. Purpose of Policy

The purpose of this policy is to define the terms, conditions, and procedures for participation in the Crisis Leave Program including employee eligibility criteria, crisis leave application and review process and procedure, the leave award process and the opportunity for employees to donate both sick and annual leave to be used by fellow employees.

III. Applicability

This policy is applicable to ***Eligible Employees*** defined herein as fulltime 9-month and 12-month faculty, and unclassified staff.

IV. Definitions

Within the context of this policy, terms have the meanings as indicated below:

Crisis Leave Hours: Leave hours donated by employees into a ***Crisis Leave Pool*** to be used by such employees in accordance with this policy.

Crisis Leave Program: A leave program whereby ***Eligible Employees*** are permitted to donate annual leave and/or sick leave to a ***Crisis Leave Pool*** and to request to use ***Crisis Leave Hours*** if the employee is suffering from his/her own ***Serious Health Condition*** or ***Personal Emergency*** (including that of an ***Immediate Family Member*** -- spouse or a minor child) which prevents the employee from performing his/her duties for a period of more than ten (10) consecutive days which the employee is scheduled to work which has caused or is likely to cause the employee to take leave from work without pay or to terminate employment.

Crisis Leave: Leave hours donated by employees into the **Crisis Leave Pool** to be used by an **Eligible Employee** who is suffering from his/her own **Serious Health Condition** or **Personal Emergency**, as well as that of an **Immediate Family Member** (spouse or a minor child), which prevents such employee from performing his/her duties for a period of more than ten (10) consecutive days which the employee is scheduled to work and which has caused or is likely to cause the employee to take leave from work without pay or to terminate employment.

Crisis Leave Pool: A pool of annual and/or sick leave donated by **Eligible Employees**.

Crisis Leave Pool Year: The period during which an **Eligible Employee** is permitted to use leave. For 9-month faculty the period is defined as the current 9-month Academic Year as set forth in the academic calendar. For 12-month faculty and unclassified staff the period is defined as the current Fiscal Year.

Crisis Leave Review Committee (herein "Review Committee"): A committee appointed by the University President that serves to recommend approval/disapproval of requests for leave under this policy. The committee shall be comprised of unclassified employees -- three staff members, one 9-month faculty member, and one 12-month faculty member. The Human Resources Director and the Controller shall serve as ex-officio (non-voting) members on the committee.

Eligible Employee: A full time employee – 9 and 12-month faculty, and unclassified staff who:

- (a) is eligible to earn annual or sick leave;
- (b) has completed at least (i) one academic year of service with ULM if employed on an academic year basis, or (ii) one fiscal year of service with ULM if employed on a 12-month basis; and
- (c) has exhausted all of his/her sick leave (if for own serious health condition), annual leave (if for own serious health condition or eligible family member's serious health condition), and compensatory leave before requesting leave from the **Crisis Leave Pool**.

Immediate Family Member: The employee's spouse or **Minor Child**.

Leave Pool Manager: The Director of Human Resources or his/her designee.

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.

Minor Child: A child under the age of 18.

Personal Emergency: A catastrophic illness, serious injury, or a personal emergency incurred by an **Eligible Employee**, or to 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, sick, or compensatory leave credited to the employee personally to cover the entire period of illness or injury.

Serious Health Condition: 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 absences 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.

V. Policy Procedure

A. General Regulations

1. Employees can donate sick leave hours and/or annual leave hours into a **Crisis Leave Pool** and Eligible Employees may apply to use **Crisis Leave** from the **Crisis Leave Pool** in accordance with this policy.
2. **Crisis Leave** shall be applied for by the **Eligible Employee** and may be taken only when recommended by the **Review Committee** and approved by the ULM President. The employee must provide written documentation of the need for **Crisis Leave**. The **Review Committee** may choose to require an opinion from a health care provider, especially for extended leaves.
3. Leave hours donated to the **Crisis Leave Pool** are *irrevocable*.
4. Only **Eligible Employees** are permitted to apply for and be approved to use Crisis Leave in accordance with this policy.
5. Donations to the **Crisis Leave Pool** are strictly voluntary; no employee shall be coerced or pressured to donate leave.
6. An employee donating to the **Crisis Leave Pool** may not designate a particular employee to receive donated time.
7. The Director of Human Resources is responsible for managing the **Crisis Leave Pool** balances and the application process for **Crisis Leave** requests.
8. **Eligible Employees** who use leave from the **Crisis Leave Pool** shall not be expected to pay it back.
9. The maximum **Crisis Leave** that will be granted to an eligible employee is 240 hours during a calendar year.
10. Days shall be transferred from the **Crisis Leave Pool** as used.
11. Employees receiving workers' compensation or benefits from a long-term disability insurance policy are not eligible to participate.

B. Donating Annual and/or Sick Leave Procedure

1. Donations to **Crisis Leave Pool** are accumulated in the pool and awarded on a first-come, first-served basis to **Eligible Employees**.
2. Employees who wish to donate sick and/or annual leave hours to the **Crisis Leave Pool** must complete a Crisis Leave Donation Form developed by the Director of Human Resources and return the completed form to the Director of Human Resources or his/her designee.
3. An employee may donate a minimum of 4 hours of sick or annual leave per calendar year. Donated leave will be in full hour increments.
4. Donating employees must retain a minimum balance of 120 hours of annual and/or sick leave after the donation.
5. Employees separating or retiring from University employment have no minimum or maximum requirements on the hours such employee may donate.

C. Application Process for Crisis Leave

1. An **Eligible Employee** may request leave from the **Crisis Leave Pool** by completing a Request for Crisis Leave Form developed by the Director of Human Resources, attaching all requested information and returning the form and documentation to the Director of Human Resources. Each application constitutes a separate application with all appropriate documentation. Subsequent requests for leave must be submitted with a new application and supporting documents.

D. Review Procedure for Crisis Leave Applications

1. **Review Committee** Member Appointment. The President shall appoint the committee members who will serve for a term of three years. The President shall also appoint the chair of the committee from among the review committee members. Such chair shall serve a term of one year.
2. Request Review and Award
 - (a) The Director of Human Resources reviews each request to make sure that the employee is an **Eligible Employee** under this policy. The Director of Human Resources will notify the chair of Crisis Leave **Review Committee** that a meeting with the committee is to be called to review the request.
 - (b) The Committee will review the request and supporting documents and recommend approval/disapproval. The President will then make the final decision to approve/disapprove the award of Crisis Leave.
 - (c) The Director of Human Resources will issue a letter of approval or denial to the employee reflecting the final decision of the ULM President.

(d) If the request is approved, Human Resources will credit the approved time to the employee's leave record.

E. Changes in Status Affecting Crisis Leave

(a) The granting of **Crisis Leave** is meant to cover only the circumstances for which it was requested and approved. If any change occurs in 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 employee's immediate supervisor and the Director of Human Resources.

(b) The employee can request more **Crisis Leave** subject to the limits outlined herein; 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.

(c) Leave 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.

(d) 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.

(e) Employees on Crisis Leave are required to check in periodically with their supervisor and submit timesheets in a timely fashion. If an employee is physically unable to submit timesheets, alternate arrangements for timesheet submission are to be made with the employee's supervisor and the Director of Human Resources.

F. Compensation and Benefits

(a) The maximum monetary value of the Crisis Leave granted shall be seventy-five percent (75%) 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.

VI. Enforcement

N/A

VII. Policy Management

The Vice President for Business Affairs is the Responsible Executive associated with this policy. The Director of Human Resources is responsible for the implementation and administration of this policy.

VIII. Exclusions

Employees in the classified service are excluded from participating in the Crisis Leave Program established under this policy.

IX. Effective Date

The effective date of this policy is as of the date adopted by the Vice President for Business Affairs

X. Adoption

This policy is hereby adopted on this 6th day of January 2020.

Recommended for Approval by:

Approved by:



Dr. Bill Graves, VP for Business Affairs



Dr. Nick J. Bruno, President

XI. Appendices, References and Related Materials

Request for Crisis Leave Form –located on the ULM Forms Page

Crisis Leave Donation Form – located on the ULM Forms Page

University of Louisiana System Policy FS-III.XXII.-1 Crisis Leave Program

<https://s25260.pcdn.co/wp-content/uploads/2018/12/PPM-FS-III.XXII.-1-Crisis-Leave-Program-final.pdf>

XII. Revision History

Original Adoption Date: January 6, 2020

This policy supersedes and replaces the policy entitled “SHARED SICK LEAVE PROGRAM Faculty and Unclassified Staff, effective July 1, 2009”. The Director of Human Resources in coordination with the Special Projects Officer shall cause such superseded policy to be removed from the active policy portal and archived in accordance with the University’s Record Retention Policy.