

UCSC Supplemental Guidelines on Emergency Leave Requests in Response to Hurricane Katrina September 2005

In response to the tragic consequences of Hurricane Katrina, questions have arisen regarding how to handle requests from staff employees for paid leave time. The following guidelines are provided to assist in responding to requests and to assure a uniform approach throughout the campus:

Program Coordinator

The Office of the President has asked each campus to designate a Program Coordinator to assist with handling requests for leaves of absences in response to Hurricane Katrina. The Program Coordinator for the Santa Cruz Campus is Staff Human Resources Director, Willeen McQuitta.

Administrative Leave with Pay (PPSM Policy 46)

Personnel policy for Administrative Leave-Emergencies (PSM 46.E) states: "An employee may be granted administrative leave with pay due to natural or other emergencies for the period of time authorized by the Chancellor." Most collective bargaining agreements have a similar provision for emergency leave.

Appropriate circumstances for administrative leave with pay include the following:

- Employees with special skills, such as medical personnel, scientific and technical personnel, and environmental health and safety personnel who are members of University-sponsored response teams that are organized on a university-wide or local basis and are being sent to assist with relief efforts;
- Employees who are involved with official relief efforts sponsored by FEMA, the Red Cross, and other sanctioned organizations, whose assistance has been requested by the agency;
- Employees who were traveling in the area at the time of the disaster and became stranded.

As relief efforts will be ongoing for an extensive period of time, the amount of paid leave that is granted is wholly dependent upon the particular circumstances of each employee, taking into account the type of relief work being performed and operational considerations.

Other Leaves: Vacation (PPSM 41), Sick Leave (PPSM 42), Personal Leave and Family and Medical Leave (PPSM 43)

In addition to the paid administrative leave for emergencies, employees may request other leave types (e.g., vacation). Collective bargaining agreements have similar provisions for other leave types.

Appropriate circumstances where an employee may request other leave include the following:

- Employees who, on their own initiative, wish to volunteer to aid with relief work may request use of vacation, compensatory time off or personal unpaid leave.
- Sick leave and vacation leave may be appropriate, as well as family and medical leave and personal leave, for situations in which employees need to provide care to family members directly affected by the disaster.

Review and approval of these types of leave will be according to departmental procedures and should be consistent with policy, procedures, and collective bargaining agreements.

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Campus Procedures

- Employee submits a request in writing or via email for paid administrative leave, providing a description of the circumstance, e.g., employee is involved with official relief efforts sponsored by the Red Cross, type of relief work being performed, and the length of the requested leave to the employee's supervisor. Supervisor acknowledges receipt of request and forwards the request to the Department Head.
- Department Head acknowledges receipt of the request and forwards the request to the Program Coordinator, c/o Cathy Schoenfeld at pafc@ucsc.edu.
- Program Coordinator reviews request and make a final recommendation to the Principal Officer.
- Principal Officer approves paid leave.
- Program Coordinator advises Department Head, Supervisor, and employee of final decision.
- If paid leave is not approved, the employee may elect to request use of other leave types (vacation, sick leave, unpaid personal leave, and FML). Review and approval of these types of leave will be according to departmental procedures and should be consistent with policy, procedures, and collective bargaining agreements. A copy of the approved request should be forwarded to the Program Coordinator.

Contact Information

Direct questions to Manager, Policy and Personnel Systems, Cathy Schoenfeld at x92014 or pafc@ucsc.edu.