

**Northwestern State University
A Member of the University of Louisiana System**

Crisis Leave Program Policy

I. Definitions

- 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 or sick leave to the Crisis leave pool.

Currently, 12-month employees may donate sick and/or annual leave, 9-month faculty may donate sick leave only (unless you have an annual leave balance), and Classified staff may donate annual leave only (Civil Service is reviewing and may be subject to change).

- B. **Personal Emergency** means a catastrophic illness, serious injury, or a personal emergency incurred by a full-time employee participating in the institution's leave-transfer program, 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 business 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.

II. Crisis Leave for Employees

- A. Crisis leave shall be applied for by the employee and may be taken only when approved by the Leave Review Committee and the University President or designee. The employee must provide written documentation of the need for leave. The Leave Review Committee may choose to require an opinion from a licensed 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,
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 and/or sick leave after the donation. The minimum donation is 8 hours of leave each fiscal year. The maximum donation is 16 hours of leave each fiscal year. Employees can elect to make a one-time donation of 40 hours at the beginning of the program participation, subject to the 120 hour minimum balance rule. Employees may also make a one-time donation of 40 hours at separation NOT subject to the minimum balance rule.
- D. Employees who use leave from the pool shall not be expected to pay it back.
- E. Donations shall come from “sick” or “annual” leave reserves.
- F. Donations shall only be allowed to the Crisis Leave Program pool and not to an individual.
- G. The maximum crisis leave that will be granted to an eligible employee is 240 hours during a fiscal year. The eligible total lifetime participation in the program is limited to 100 days or 800 hours.
- H. Days shall be transferred from the pool as used.
- I. Employees receiving workers compensation or benefits from a long-term disability insurance policy are not eligible to participate.
- J. This policy (and any policies adopted by NSU subsequent to this policy) shall not create a legal entitlement.

III. 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.

IV. Leave Review Committee

- A. A Leave Review Committee shall be appointed by the University President to recommend approval/disapproval of requests for leave under the Crisis Leave Program.

B. Leave Review Committee membership shall be proportional to the participation by faculty and staff.

Classified employees are eligible to participate within the guidelines of the Louisiana Department of State Civil Service.

Policy References:

National and State Policies
Louisiana Revised Statutes

Review Process:

Vice Presidents for Business and Finance
Board of Supervisors
University Presidents
Legal Counsel

Distribution:

University Presidents