

## CRISIS LEAVE SHARING PROGRAM

In accordance with Policy approved by the Board of Regents of the University of Nebraska, the following regulations shall apply to a Crisis Leave Sharing Program administered by the Human Resources Office.

All Regular Academic/Administrative, Managerial/Professional and Office/Service employees who are .50 FTE or greater and who accrue vacation leave are eligible to participate. Employees must have completed their new hire probationary period before participating.

Accrued but unused vacation leave up to 5 days per calendar year may be donated to a UNO crisis leave pool. A donation can be made in the name of an employee; however, the donation is not guaranteed to be available for that individual. A donated day of vacation leave is eight hours. Donations of accumulated vacation leave to the crisis leave will be accounted for on the basis of the number of days donated, rather than the dollar value of the days donated.

Eligible employees may receive crisis leave from the pool up to the number of days of vacation leave they accrue in one calendar year\*, not to exceed 24 workdays. Crisis leave will be granted in units of days and shall be prorated for employees who work less than full-time. Employees are eligible to receive crisis leave when all of the available sick, vacation and compensatory leaves have been exhausted including a negative balance of 40 hours total vacation and sick leave use.

Employees may request crisis leave for one of the following reasons:

1. Serious illness of the employee; or
2. Serious illness of the employee's spouse, child, parent or of a person bearing the same relationship to the employee's spouse.

For the purposes of this policy, a "serious illness" is defined as an illness that

1. Requires at least one overnight stay in a hospital, hospice or other residential health care facility under the treatment or supervision of a physician or other licensed health care provider, or
2. Requires an absence from work for more than 3 consecutive days as recommended by the physician or other licensed health care provider, or
3. Is a chronic or long term illness that is incurable or so serious that if untreated would probably lead to incapacity for more than three days, and requires continuing medical treatment or supervision.

Requests for crisis leave must be made on a form available in the Human Resources Office and must include the reason for the request and the anticipated time period of the leave. The University may require appropriate certification of documentation.

Each request for crisis leave shall be evaluated upon criteria that include

1. Whether or not the reason for the leave is appropriate under the policy;
2. The availability of leave within the crisis leave pool; and
3. The employee's record of leave use.

The approval or denial of crisis leave shall be made through the normal administrative process concluding with the Director of Human Resources. Denial of crisis leave shall not be an event covered under any grievance procedures.

\*Based on their accrual rate at time of request, not to exceed 24 work days.