

## Crisis Leave Sharing Program

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### Scope

This policy applies to all University of Nebraska at Omaha (UNO) Regular Academic/Administrative, Managerial/Professional and Office/Service employees with appointments of 0.50 FTE or greater who accrue vacation leave and have completed their initial probationary period.

### Policy Statement

The Crisis Leave Sharing Program allows eligible employees to donate accrued vacation leave to a shared pool that may be used by other eligible employees who have exhausted their own paid leave balances due to a qualifying crisis, such as a serious health condition of the employee or their immediate family member. The program promotes a supportive work environment by enabling employees to assist colleagues facing extended medical or family emergencies.

### Donation of Leave

- Regular employees who earn vacation leave may donate to the crisis leave pool up to five (5) accumulated vacation days per calendar year.
- Donations are accounted for by the number of hours/days donated, not the dollar value.
- Donations must be made in whole-day (e.g., eight (8) hour) increments.
- All donations are voluntary and irrevocable once processed.
- Donated leave cannot be designated for a specific individual.
- Employees approaching the two hundred-eighty (280) hours maximum vacation accrual allowance may donate vacation leave to maintain their vacation accrual eligibility.

### Use of Donated Leave

Eligible employees may receive crisis leave from the pool under the following conditions:

- The employee has completed their probationary period.
- The employee has exhausted all accrued sick, vacation, floating holidays, administrative days, and compensatory time, and has incurred a negative vacation leave balance of forty (40) hours.
- The employee is experiencing a qualifying event as defined in this policy below.
- All requests are subject to the availability of donated leave within the pool.

## Maximum Allotment

- Eligible employees may receive crisis leave up to their annual vacation accrual rate, not to exceed twenty-four (24) workdays per calendar year.
- Crisis leave is granted in whole-day increments and prorated for employees working less than 1.0 FTE.

## Qualifying Reasons

Crisis leave may be approved for:

- A serious illness or injury of the employee; or
- A serious illness or injury of the employee's spouse, benefits-eligible adult designee, child, parent, or a person bearing the same relationship to the employee's spouse/benefits-eligible adult designee.

## Reason for Policy

This policy establishes a framework for administering the Crisis Leave Sharing Program, ensuring consistency, fairness, and compliance with university policy, the Family and Medical Leave Act (FMLA), and applicable state and federal laws.

## Procedures

### Request Process

1. Employees must submit the electronic Crisis Leave Request Form to Human Resources, including:
  - a. The reason for the request;
  - b. The expected duration of the leave; and
  - c. Documentation from a licensed healthcare provider supporting the need for absence.
2. Requests for intermittent absences may be denied.
3. Requests will be evaluated based on:
  - a. Whether the reason for the leave meets eligibility criteria;
  - b. The availability of hours in the crisis leave pool;
  - c. The employee's record of attendance and leave use.
4. The Assistant Vice Chancellor of Human Resources (or their designee) will make the final determination. Denials of crisis leave are not a grievable event under any UNO or university grievance policy or procedure.

### Coordination with Other Leave Programs

- Crisis leave runs concurrently with applicable Family and Medical Leave Act (FMLA) leave when applicable.
- Crisis leave does not extend the total amount of leave available under FMLA.
- Any unused approved crisis leave must be returned to the pool if the employee returns to work earlier than anticipated.

## Definitions

**Serious Illness or Injury:** A serious injury or illness is defined as one that:

- Requires an overnight stay (at least one (1) night) in a hospital, hospice, or other residential healthcare facility under the treatment or supervision of a physician or other licensed health care provider, or
- Requires an absence from work of more than three (3) consecutive workdays as recommended by the physician or other licensed health care provider, or
- Is a chronic or long term condition that is incurable or would result in incapacity for more than three (3) days, and requires without ongoing medical treatment or supervision

## Forms

Please [visit the HR Hub for Forms](#) including:

- Crisis Leave Request Form
- Crisis Leave Donation Form

## Related Information

- [University of Nebraska Board of Regents Policy on Leave](#)
- [UNO Family and Medical Leave Act \(FMLA\)](#)

## History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

02.26.26: Proposed draft revision to include, but not limited to, the following: The new policy formalizes the Crisis Leave Sharing Program with clearer structure and defined eligibility requirements. It requires electronic submission, healthcare documentation, HR review, FMLA coordination, and return of unused leave to the pool. It also adds a formal definition of "Serious Illness or Injury."

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