

**Policy Number: FS-III.XXII-1**

**Title: CRISIS LEAVE PROGRAM**

**Effective Date: August 24, 2022**

**Cancellation: December 6, 2018**

**Chapter: Faculty and Staff**

**Policy and Procedures Memorandum**

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 other qualifying circumstance 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.
- B. **Leave recipient** means a full-time employee of an employing agency who has a personal emergency and is selected need to receive annual, sick, or compensatory leave from the pool leave account of his employing agency and who meets one of the following qualifying circumstances:
- i. The employee experiences a catastrophic illness or serious injury, that prevents the employee from performing his duties for a period of more than ten consecutive days that 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. The employee has a significant other, minor child, child who is still financially supported by the employee, or dependent parent for whom the employee is the primary caregiver who experiences a catastrophic illness or serious injury of the employee, which that prevents the employee from performing his duties for a period of more than ten consecutive days which that 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.

- iii. The employee experiences the birth or adoption of a child and does not have sufficient annual, sick, or compensatory time to cover a minimum of six weeks of parental leave immediately following the birth or adoption.

## II. Crisis Leave for Employees

- A. Crisis Leave shall be applied for by the employee and may be taken only when approved by the review committee and the campus president or his/her designee. The employee must provide written documentation of the need for leave. The review committee may choose to require an opinion from a 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.
- 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. It is suggested that campuses address the process of granting leave as well as what will occur if the leave pool runs low.
- G. The maximum Crisis Leave that will be granted to an eligible employee is 240 hours during a Crisis Leave pool year.
- 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 campuses subsequent to this policy) shall not create a legal entitlement. Particular decisions to grant Crisis Leave will be made at the campus level. If a university chooses to end its Crisis Leave pool, any accrued leave would continue to be used through the pool until depleted.

III. Compensation and Benefits

- A. While off from work on Crisis Leave, an employee is not eligible to accrue leave.

IV. Review Committee

- A. A review committee shall be appointed by the campus president to recommend approval/disapproval of requests for leave under the Crisis Leave Program.
- B. It is suggested that membership on the review committee 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.

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*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:*

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