

UADA Policy 420.11
Emergency Paid Leave Policy

Purpose

Establishes emergency paid leave request procedures for employees who have suffered substantial damage to their principal place of residence when the residence is located in a county declared a disaster area by the Governor as a result of severe weather conditions.

Scope

Governor's Executive Order (EO 08-09) Authorizing Emergency Paid Leave for Certain State Employees Whose Principal Residences are or Were Located In Counties Declared As Disaster Areas by The Governor states the following:

"Beginning January 1, 2008, and hereafter, unless and until this Executive Order is modified or repealed, all Executive Branch agency directors are authorized to grant emergency paid leave, not to exceed forty (40) hours, to those agency employees who suffer the loss of, or substantial damage to, their principal place of residence due to tornadoes, high winds, rain, flooding, or other severe weather conditions. Such emergency leave, if granted at the discretion of the agency director, shall be limited to those agency employees whose principal place of residence is located in a County that has been declared to be a disaster area by the Governor as a result of the aforementioned weather conditions."

Policy

Procedure for Requesting Emergency Paid Leave

Employees who have suffered substantial damage to their principal place of residence as indicated above may send a letter requesting emergency paid leave to the appropriate Sr. Associate Vice President. Examples of qualifying situations would be meeting with an insurance agent, meeting with a roofing company representative, or clearing debris that prohibits the employee from leaving their residence. General cleanup of debris on the property does not qualify.

The letter should include the following information:

- Employee's name, title, county/unit, and supervisor;
- Address of the damaged principal residence in the county declared a disaster area by the Governor;
- Documentation of the damage, such as a photograph or insurance paperwork;
- The number of hours of emergency paid leave requested, not to exceed forty (40) hours; and
- The date(s) on which the leave will be taken.

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The appropriate Sr. Associate Vice President will convey a decision to the requesting employee and forward the letter of request and attached documentation to Human Resources. Human Resources will send approved requests forward to Payroll for processing.

Reporting Approved Emergency Paid Leave

The “Disaster Emergency” Time Off code should be used to report emergency paid leave hours in Workday®.

For additional information, [contact Human Resources](#).