

**Northwestern State University  
Crisis Leave Program Procedures**

- A. The adoption of the Crisis Leave Policy, effective December 6, 2018 (or any subsequent amendments to the policy) shall not create a legal entitlement.
- B. For an employee to participate in the Crisis Leave Program, there must be a leave balance in the Crisis Leave Pool. No employee will be coerced or pressured in any form or manner to donate leave. After initial policy notification, the Crisis Leave Program Donation Form (*Attachment #1* - Donation) will be issued at the beginning of each Fall Semester. The forms can be downloaded from the Human Resources web page. All donations will be routed through the donating employee's supervisor/budget unit head to Payroll.
- C. If an employee becomes eligible for leave from the pool, but the pool is exhausted or is insufficient to cover the request, the University may make a general request for crisis leave donations. Once donated, the leave will be used to meet the requirements of the eligible employee. If the employee does not need all leave donated, it shall remain in the pool and be available to other employees.
- D. The University President will appoint the Leave Review Committee to include the following: two unclassified employees, two classified employees, and two faculty members. The President will appoint a Chair from the Committee. Also, the Committee will include two ex-officio, non-voting members - the Director of Human Resources and the Director of Payroll. Support and guidance will be provided by employees in Human Resources and Payroll. Committee members will be appointed to rotating terms. Unclassified and classified members will rotate every five years, where faculty members will rotate every three years. The members appointed shall be eligible for participation in the Program if they meet all required criteria. The Committee will act to support the administration of the Program, review the pool, and when not otherwise specified in written policy, may recommend operational guidelines and procedures for the Program.
- E. Requests for use of Crisis Leave (*Attachment #2* - Use) should be sent to the Office of the President, Northwestern State University. All requests are confidential and treated as such. The Leave Review Committee reviews all requests and makes recommendations to the President or designee. The President's decision is final and not subject to further appeal. Approved original forms will be forwarded to Human Resources, copies are to be faxed/mailed to Payroll. Denied forms are to be returned to the requestor with a copy to Human Resources.
- F. Donated, leave will be converted on an hour for hour basis regardless of the value of the leave being donated or received. Leave will be transferred from the pool as it is needed on a per payroll basis. Leave from the pool shall be granted on a first-come, first-serve basis with seniority at Northwestern as the tie breaker.
- G. The granting of crisis leave is to cover only the circumstances for which it was requested. If changes occur in the nature or severity of the approved request, the employee may have to provide documentation describing the change to the Committee and/or President. An employee can request more crisis leave subject to the limits outlined in this policy; however, extensions of crisis leave are not automatic. Hours granted from the Crisis Leave Pool may be used only for reasons stipulated in the request.

**NOTE:** The use of leave that is NOT in accordance with procedures and requirements outlined in this policy may constitute **Payroll Fraud** and will be addressed accordingly.