



SECTION: HUMAN RESOURCES

AREA: TIME OFF

SUBJECT: DISASTER LEAVE

PURPOSE

The University of Arkansas for Medical Sciences (UAMS) will abide by state regulations regarding ‘Disaster Leave’¹. The purpose of this policy is to inform all departments within UAMS of these procedures so that uniformity can be established throughout the campus.

SCOPE

This policy covers all UAMS employees, faculty and staff.

DEFINITIONS

A “disaster” is defined as that declared by the Governor of the State of Arkansas, as defined in Arkansas Code §12-75-103(2).

“Certified disaster service volunteer” means a person who has completed the necessary training for being and has been certified as a disaster service technician, specialist, coordinator, or officer by the American Red Cross.

POLICY

UAMS will provide leave to employees for disasters and emergencies in accordance with the following criteria:

1. A UAMS employee who is trained and certified as a disaster service volunteer by the American Red Cross, who is called into disaster relief services in connection with a declared disaster may, with the consent of the employee’s department head, be granted leave from work with pay for not more than fifteen (15) days per calendar year. Leave shall only be granted for disaster relief services occurring in Arkansas or states contiguous to the State of Arkansas. Employees will be paid regular rate of pay, but will not be considered an employee for purposes of Worker Compensation while on leave.
2. UAMS has voluntarily agreed to be covered by the provisions of Executive Order 08-09, which authorizes a department head to grant emergency paid leave, not to exceed forty (40) hours, to UAMS employees who suffer the loss of or substantial damage to their principal place of residence due to tornadoes, high winds, rain, flooding, and other severe weather conditions, when the Governor has declared a disaster for the county in which the employee principally resides.
3. A UAMS employee who is a member of the Inactive Reserve Corps of the United States Public Health Service Disaster Medical Assistance Team (DMAT) and is called to duty in emergency situations by the Governor or by the President shall be granted leave with pay not to exceed thirty

(30) working days, after which leave without pay will be granted. This leave shall be granted in addition to all other leave the employee shall be entitled to.

PROCEDURE

1. The department head will determine if an employee meets the policy criteria and grant time off appropriate to the circumstances of the disaster, but not to exceed the limits stated in the policies above.
2. The department head may request documentation as to the employee's Red Cross training and certification, US Public Health Service (DMAT) membership, or for some indication of the damage to the employee's principal residence.
3. The department head may seek the advice of the Office Human Resources with any question.
4. Timekeepers will post hours to Accutime (Kronos) as "Disaster Leave."

REFERENCES

¹ See OPM policy 105.14.0 and EO 08-09:

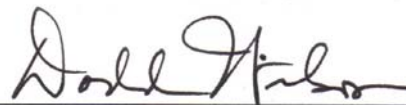
http://www.accessarkansas.org/dfa/personnel_mgmt/opm_policy/section_105_p3.html#21

2) See Executive Order 08-09

http://www.accessarkansas.org/dfa/personnel_mgmt/documents/eo_08-09.pdf

3) See Arkansas Code 21-4-102

<http://staging.arkleg.state.ar.us/NXT/gateway.dll?f=templates&fn=default.htm&vid=blr:code>

SIGNATURE: 
Chancellor

DATE: November 6, 2008