

Author Note: IMPORTANT

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SAMPLE LEAVE POLICY FOR NATURAL DISASTERS AND EMERGENCIES

PURPOSE: To establish a policy for paid and unpaid leave time and the donation of leave time for employees affected by a natural or "man-made" disaster.

Leave may be available under this policy to an employee who has sustained severe or catastrophic damage to or loss of his or her primary personal residence, or has been ordered to evacuate that residence, as a result of a natural or man-made emergency or disaster.

During the time of a declared natural disaster, eligible employees are entitled to {insert number of hours} of paid leave if the employee is directly affected by the natural disaster. Employees will be required to use their accrued sick or personal leave time first before requesting paid disaster leave. Employees must have been employed by the NPO for at least twelve months to qualify for paid disaster leave.

Eligible employees must file an application for paid disaster leave within the same fiscal year as the natural disaster and determination of who qualifies for paid disaster leave lies with the employee's supervisor. Supervisors are responsible for ensuring that they have the required documentation before awarding paid leave. For leave for victims of disaster, this includes:

- confirmation of the declaration of a State of Emergency or federal disaster status;
- documentation that the employee's primary residence is in the official disaster area
- verification as cited above of catastrophic damage to or loss of the residence, or requirement to evacuate the residence.

Management will review all requests and make written determinations concerning the outcome of those requests to the employee. Emergency/Disaster Leave to provide emergency service shall be granted at the discretion of the requesting employee's supervisor or designee. In evaluating such requests, supervisors should consider the needs of the employee, verification of eligibility, other applicable leave policies and the expected impact of the employee's absence on the agency's ability to fulfill its mission.

The written approval will include the anticipated return date for the employee, accrued sick and or personal, or PTO applied first to the leave time and how many paid hours of disaster leave will be applied.

DEFINITIONS

"Natural disaster" refers to an event officially declared a natural disaster according to the President of the United States.

"Man-made emergency" is an event caused by the action of one or more persons that imperils life and property and produces danger or the imminent threat of danger through exposure to biological, chemical, or radiological hazards. Examples include large spills resulting from transportation or industrial accidents, and effects of terrorist acts. Some man-made disasters may also be called technological disasters.

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An employee is "**directly affected**" by a natural disaster when the employee or a member of the employee's immediate family has been directly affected by the disaster in the form of personal injury or substantial loss of property, resulting in being dislocated from a residence or required to evacuate the community impacted by the disaster.

Immediate family member refers to the employee's spouse, partner, parents, children, grandchildren and siblings.

Eligible Employee: is an employee who is regularly scheduled to work a minimum of 20 hours a week and has been employed by the NPO for at least twelve months to qualify for paid disaster leave.

DONATED LEAVE TIME

During a time of natural disaster, an employee may donate their accrued leave time to an employee who has suffered personal injury or had a family member suffer personal injury or substantial loss to property.

Accrued paid time off must be donated in 4 or 8-hour increments. The employee donating time must have at least 40 hours vacation, Paid Time off (PTO), or a combination of the two, of time remaining after the donation. The donation must be given on a strictly voluntary basis with no compensation for the donating employee.

The employee must submit a request to their supervisor indicating how much time they would like to donate. The supervisor will give the employee an account of how much time the employee has accrued up to that point so the employee may make a knowledgeable determination concerning whether or not they wish to donate time.

Eligibility for receiving donated leave depends on the employee meeting certain qualifications including but not limited to a minimum of one year employment with the NPO and being the victim of a natural disaster or having an immediate family member who was a victim of a natural disaster.

Supervisors will keep track of donated leave time and provide written documentation to both the employee receiving the donated time and the employee donating the time following the donation of any leave time.

This policy is not intended to create any contractual rights in favor of the employee or of NPO. The NPO reserves the right to change, revise or eliminate this policy at any time. *Nothing in this policy shall be deemed to alter the at-will relationship of employees.*

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**SAMPLE
TELECOMMUTING POLICY**

PURPOSE: To establish a policy for employee telecommuting in the event of a natural disaster or business disruption that prevents employees from working at their normal worksites.

Employees wishing to telecommute must request approval from their supervisors before deviating from their assigned work schedule or worksite. Supervisors will evaluate each request individually and take into consideration the following: the nature of the employee work tasks, ability to work independently without onsite supervision, the best interest of the agency, accessibility to other staff and consumers, equipment and communication needs.

If a request is approved, supervisors will arrange a telecommuting worksite agreement between the employee and employer that both parties will sign concerning topics such as but not limited to:

1. Length of telecommuting agreement
2. A work schedule concerning the days and hours required to work from home
3. Supplies provided by the employer and supplies provided by the employee at the home.
4. A schedule for communication between the employee and the employer concerning work updates and needed information concerning employee projects.
5. An inspection of the worksite to assure that the site is safe and free from hazards.
6. Time Keeping and Documentation of Work Tasks Completed

GUIDELINES CONCERNING TELECOMMUTING WORK SITES

1. Employees should be informed that the home work site is not a substitute for day care and employees are responsible for making arrangements for child care while they are working from home.
2. Employees must inform their supervisor immediately, but no later than 24 hours if they experience injury or illness while at their home worksite during approved scheduled work hours.
3. Employees must discuss with and obtain approval from their supervisor prior to any deviation from their agreed upon work schedule.
4. All applicable Standard Operating Procedures and Personnel Policies apply during work time scheduled at a telecommuting work site.
5. Telecommuting worksite agreements can be terminated at any time for any reason

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SAMPLE

Travel Guidelines in a Time of Natural Disaster or Inclement Weather

The following guidelines are established to promote employee safety while traveling on behalf of the agency during a time of natural or "man-made" disaster, or severe weather.

Offsite Travel. During a time of a declared disaster, employees must check in with supervisor before conducting any travel to offsite workplaces. Supervisors should timely inform their employees of inclement weather and make decisions concerning whether or not employees should be authorized to travel on behalf of the agency due to inclement weather or during/after a disaster.

Building and Program Closures

In a time of a declared disaster, supervisors will make reasonable efforts to inform employees under their direct supervision of any building closures to eliminate unnecessary travel to the workplace.

In a time of a declared disaster or severe weather, supervisors will inform employees of any program closing and changes in employee work scheduling.

Employee Responsibility

If an employee has a question concerning travel during inclement weather or whether or not the business is open, the employee should contact their immediate supervisor to instruct them on the recent developments.

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**DRAFT
EMPLOYEE REASSIGNMENT POLICY**

PURPOSE: To facilitate the reassignment of employees to alternate worksite and positions during or after a natural or man made disaster which causes a temporary or permanent disruption in services.

Reassignment: In the case of a natural or man made disaster such as hurricane, fire, earthquake, etc., when the work force is limited, the employer reserves the right to reasonably reassign employees.

- a. The reassignment may be to a position the employee is qualified to hold or the employer may train the employee to work in that position.
- b. The employer will communicate with the employee concerning whether the reassignment is temporary or permanent, new job performance duties and expectations, supervisory support and training.
- c. Selection for reassignment is not guaranteed and is based on a variety of factors including but not limited to: adequate grant funding, service delivery requirements, consumer needs, agency budget and business continuity planning recovery objectives.

Temporary or Permanent Layoffs: employee layoffs due to a natural or man made disaster, or workplace hazards will follow agency policy on staff reorganization and layoff outlined in the personnel policy.

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