

UCSC Supplemental Guidelines for Academic Employees Response to Haiti Disaster, January 2010

The following guidelines are provided to assist in responding to requests from academic employees and to assure a uniform approach throughout the campus.

Administrative Leave with Pay (APM 758)

Academic Personnel Policy 758 provides that leaves of absence with full pay for good cause may be granted to academic appointees. Divisional deans have been delegated authority to approve leaves with pay under APM 758 for up to one year. As relief efforts will be ongoing for an extensive period of time, the period of paid leave that is granted is wholly dependent upon the particular circumstances of each employee, taking into account the type of relief work being performed and operational considerations.

Appropriate circumstances for granting administrative leave with pay in response to the Haiti disaster include the following:

- Employees with special skills, such as medical personnel, scientific and technical personnel, and environmental health and safety personnel who are members of University-sponsored response teams that are organized on a university-wide or local basis and are being sent to assist with relief efforts;
- Employees who are involved with official relief efforts sponsored by FEMA, the Red Cross, and other sanctioned organizations, whose assistance has been requested by the agency;
- Employees who were traveling in the area at the time of the disaster and became stranded.

Other Leaves: Accrued Vacation, Accrued Sick Leave, Family and Medical Leave, Leave without Pay, and Furlough Days

In addition to the paid administrative leave under APM 758, employees may request other types of leave depending upon their circumstances. Please refer to applicable provisions in collective bargaining agreements for other leave types.

Appropriate circumstances where an employee may request leave include the following:

- Employees who, on their own initiative, wish to volunteer to aid with relief work may request use of vacation, furlough days or unpaid leave.
- Employees who need to assist or care for family and friends directly affected by the disaster may utilize sick leave and/or vacation leave, as well as family and medical leave (with or without pay), consistent with policy, local procedures and, where applicable, collective bargaining agreements. When considering requests, supervisors are strongly encouraged to make every effort possible to assist in identifying and approving leave for employees who need to assist family and friends during this difficult time.

Review and approval of these types of leave will be made according to established departmental and divisional procedures consistent with relevant policy and collective bargaining agreements.