

Emergency Leave for Administrative and Classified Employees	Document No.	
	Effective Date	10-1-11
	Revision Date	5-17-11
	Revision No.	1.0
	No. of Pages	3

1.0 Purpose

This policy establishes guidelines for administrative and classified employees to use emergency leave.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
5-17-11	1.0	Policy rewrite.	
5-17-11	1.1	Added a statement about the director of human resources granting emergency leave. This is consistent with our current practices.	7.1.2

3.0 Persons Affected

3.1 Administrative and classified employees who are eligible to receive employment benefits.

4.0 Policy

The policy of Casper College is to ensure that

4.1 Administrative and classified employees have an opportunity for paid leave for emergencies.

4.2 The college allots emergency leave at a designated allotment rate.

4.3 Administrative and classified employees take leave in accordance with this policy.

4.4 Administrative and classified employees do not accrue emergency leave.

4.5 Employees use annual or converted leave or compensatory time, or any other applicable leave before the college will grant emergency pay.

4.6 Administrative and classified employees take leave in four-hour increments.

5.0 Definitions

- 5.1 Leave Notification Form. This document is a one-page form used by employees to request leave. The leave form describes the type of leave, the dates and hours requested, and signature lines for the employee and the supervisor. Completion of the leave form alone does not constitute the granting of leave.
- 5.2 Emergency Leave. This paid leave is time off for employees to use for medical or non-medical emergencies. The director of human resources will determine if a situation is eligible for emergency leave.
- 5.3 Designated 12-Month Period. This is the 12-month period the college has selected for FMLA, emergency, or birth or adoption leave. The 12-month period will be measured forward from the first date that a respective leave begins.
- 5.4 Allotment Rate. This is the rate at which the college provides employees leave. The college allots emergency leave based on the following schedule.
 - 5.4.1 Administrative or classified employees who are regularly scheduled to work 40 hours per week are allotted a maximum of 40 hours of emergency leave per designated 12-month period.
 - 5.4.2 Administrative or classified employees who are regularly scheduled to work less than 40 per week are allotted emergency leave at a rate prorated to the full-time employee's leave schedule based on the employee's regular work schedule.

6.0 Responsibilities

- 6.1 Administrative and classified employees are responsible for requesting emergency leave.
- 6.2 Administrative and classified employees are responsible for working with their supervisors to plan and schedule for the employee's return to work.
- 6.3 The Human Resources Department is responsible for recording and monitoring leave and for responding to requests for information about available leave.
- 6.4 The director of human resources is responsible for granting emergency leave and for ensuring compliance to this policy.

7.0 Procedures

7.1 Taking Leave

- 7.1.1 The employee notifies her supervisor prior to the time she is scheduled to work that she has an emergency and will not be reporting to work. Failure to report an absence may result in disciplinary action, regardless of

whether the employee is eligible for emergency leave or not. Employees who fail to notify their supervisor of their absence for three consecutive workdays have voluntarily terminated their employment.

- 7.1.2 The employee together with her supervisor contacts the director of human resources to verify that the situation is eligible for emergency leave. The director of human resources may request documentation of the emergency. All requests for information will comply with FMLA and the Health Insurance Portability and Accountability Act. The employee is either granted emergency leave or may use annual or converted leave or compensatory time. If other leave is not available, leave will be without pay.
- 7.1.3 Upon return to work, and if emergency leave was granted, the employee completes the Leave Notification Form by checking the *Emergency* box and filling in the dates and total amount of time taken. Employees report emergency leave in increments of four hours.
- 7.1.4 The employee submits the Leave Notification Form to her supervisor.
- 7.1.5 The supervisor signs the Leave Notification Form and submits it to the Human Resources Department.