



SCHOOL OF MEDICINE IN SHREVEPORT

Crisis Leave Policy

I. Authorization

The Crisis Leave Program is established and approved by Civil Service Rule 11.34, Crisis Leave Pool.

In addition, this policy is approved by the Chancellor at Louisiana State University Health Sciences Center-Shreveport (LSUHSC-S) and applies to all eligible classified and unclassified employees.

II. Purpose

The Crisis Leave Program provides paid leave to an eligible employee when either the eligible employee or eligible family member experiences a catastrophic illness or injury. The program is designed to assist employees who, through no fault of their own, do not have a sufficient leave balance to cover the crisis leave period.

III. Definitions

Eligible Employee– an employee of LSUHSC-S who is eligible to earn annual leave in accordance with PM-20 and has at least one year of continuous employment at LSUHSC-S. Classified employees must have attained permanent status to donate or use crisis leave.

Eligible Family Member:

- **Spouse** - husband or wife as defined or recognized under State law for purposes of marriage.
- **Son or Daughter**- biological, adopted, or a foster child, stepchild, legal ward, or a child of a person standing in *loco parentis*, who is either under age 18 or age 18 or older and “incapable of self-care” because of a mental or physical disability.
- **Parent** - biological or an individual who stands or stood in *loco parentis* to an employee when the employee was a child.

Health Care Provider- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices.

Catastrophic Injury or Illness—a serious illness, injury, impairment, or physical condition of an eligible employee or eligible family member of an employee that involves:

- any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility, or
- any period of incapacity or treatment requiring absence from work, school, or other regular daily activities of more than ten calendar days that also involves continuing treatment by a health care provider, or
- continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or so serious that, if left untreated, would likely result in a period of incapacity of more than ten calendar days and forces the employee to exhaust all appropriate leave in accordance with PM-20 and to lose compensation from the state.

Leave Program Manager—Director, Human Resource Management (HRM), or designee.

IV. Eligibility Requirements

An eligible employee may apply to receive crisis leave if the following requirements are met:

- The employee or employee’s eligible family member suffers from a catastrophic illness or injury; and
- The employee has exhausted all appropriate leave in accordance with PM 20; and
- The catastrophic injury or illness is not occupationally related (which would make the employee eligible for workers’ compensation) or was not attained in the commission of an assault or felony; and
- The appropriate documentation from a health care provider is provided to the Leave Pool Manager.

An employee is not required to contribute to the Crisis Leave Pool to be eligible to receive crisis leave.

The Leave Pool Manager determines the amount of crisis leave granted for each catastrophic illness or injury. The amount of leave granted to an employee will generally reflect the recommendations of the health care provider, subject to the following limits:

- A maximum of 240 hours may be requested by an employee during one calendar year.
- Crisis leave may not be granted to any individual to extend paid leave status beyond a total time in leave status of 12 continuous weeks per calendar year.
- The total amount of leave granted will not exceed one-fourth of the balance of the funds in the pool at the time of the employee’s request.

- The value of the annual leave granted as crisis leave will equal to 75% of the employee's pay received in a regular workweek.

V. Donation Procedures

Contributions to the Crisis Leave Pool are strictly voluntary; no employee shall be coerced or pressured to donate leave. An employee donating to the leave pool may not designate a particular employee to receive the donated leave. Donations are accumulated in the pool and awarded on a first-come, first-served basis to eligible employees. Donations are limited to the following terms:

- An employee may donate a minimum of 8 hours of annual leave; donations above 8 hours will be made in whole hour increments.
- The donor must have a balance of at least 120 hours of paid leave (annual) remaining after the contribution.
- Donations are limited to 240 hours of annual leave per employee per calendar year.
- Donations of annual leave upon separation or retirement are not permitted.
- Donations are irrevocable.
- An employee cannot donate his or her own sick leave to the crisis pool.

The employee must complete a leave form and designate the leave as a "Donation to the Crisis Leave Pool". This form should be returned to the department or unit leave keeper, who then forwards the slip to the Leave Pool Manager.

VI. Request Procedures

An employee may request leave from the Crisis Leave Pool by completing a Crisis Leave Request Form. The request must be accompanied by a statement from the employee's Health Care Provider. The statement must include:

- Beginning date of the illness or injury and
- Detailed description of the illness or injury, including any requested information in making a final determination of eligibility, and
- Prognosis for recovery, if the request is for an employee, and
- Anticipated return-to-work date, and
- Documentation as requested by the Leave Pool Manager to establish eligibility of a family member.

The request and accompanying documentation is submitted to the Leave Pool Manager. The Leave Pool Manager reviews the request to make sure that the employee is eligible to receive

crisis leave. The employee requesting crisis leave must provide all requested information necessary to make a final determination of eligibility.

All requests for crisis leave must be treated as confidential. HRM will maintain separate and confidential records on all crisis-leave recipients. All requests for and documentation of crisis leave are submitted in envelopes marked "confidential". Requests proceed directly to the Leave Pool Manager for approval.

Each request will be date and time stamped upon receipt by the Leave Pool Manager, and handled on a first-come, first-served basis. When possible, a request is to be submitted at least 10 days before and no later than 30 days after the crisis leave is needed. The Leave Pool Manager may approve all or part of the request, or deny the request, and will communicate such approval or denial to the employee.

The Leave Pool Manager will also notify the recipient's department once crisis leave has been granted.

If the request is approved the Leave Pool Manager will credit the approved time to the employees leave record.

Any approved crisis leave is used and documented in accordance with the same procedures as regular paid leave taken by the employee.

VII. Changes in Status Affecting Crisis Leave

The granting of crisis leave is meant to cover only the circumstances for which it was requested. If any change occurs in the nature or severity of an illness or injury, or of any other factor on which the approval was based, the employee must provide documentation describing the change to the Leave Pool Manager. The employee can request more crisis leave subject to the limits outlined above; however, extensions of crisis leave are not automatic. Each extension must be reviewed, and if approved, will be done so on a first-come, first-served basis.

Hours granted from the Crisis Leave Pool may be used only for reasons stipulated in the approved request. The use of the Crisis Leave Pool that is not in accordance with procedures and requirements outlined in this policy may constitute payroll fraud and may result in disciplinary action up to and including termination, and or criminal prosecution.

Employees who are able to return to work before using all of their granted crisis leave must return the unused leave to the Crisis Leave Pool.

VIII. Compensation and Benefits

Crisis leave will be paid at the receiving employee's base rate of pay (excludes special pay, shift differentials and supplemental pay).

An employee on crisis leave will continue to receive benefits as appropriate.

Employees on crisis leave will not continue to accrue paid leave (in accordance with Civil Service rule 11.5(a)).

IX. Financial Impact

The recipient's employing unit (department) will bear the cost of the crisis leave period.

HRM will maintain crisis leave pool records based on actual leave hours donated and used.

X. Appeals

The decision to approve or deny crisis leave by the Pool Manager is final and not subject to appeal.