

**NUMBER:** 1435

**TITLE:** Emergency/Disaster Leave Policy

**APPROVED:** June 13, 2008

AP faculty and 12-month faculty eligible for annual leave who are called away from their regular jobs to provide specific kinds of emergency services during defined times of state and/or national disaster are authorized, when approved by the university, to receive up to 80 hours of paid leave on an annual basis.

Leave may also be available under this policy to a faculty member 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. The university president has sole discretion for authorizing up to 80 hours of leave annually under this policy for faculty who meet all criteria shown below:

- The event resulted in a formal declaration of a State of Emergency or of federal disaster status.
- The faculty member's home was located in the officially declared disaster area.
- Formal documentation from recognized disaster relief organizations or insurance companies verifies severe, extreme, or catastrophic damage to or loss of personal property as a result of the declared emergency in which the damage or required evacuation rendered the faculty member's home temporarily or permanently uninhabitable.