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TITLE: Crisis Leave Pool for Unclassified, Annual Leave-Earning Employees	
EFFECTIVE DATE: June 1, 2015	
LAST REVISION: Initial	Policy No. 222

POLICY STATEMENT

The purpose of the Baton Rouge Community College Crisis Leave Pool for Unclassified, Annual Leave-Earning Employees (“Crisis Leave Program”) is to provide a means of obtaining additional paid leave for employees who have exhausted their accrued sick and annual leave benefits as the result of a catastrophic illness or injury of the employee that requires intermittent or continuous absence from work. The Crisis Leave Program serves as a depository into which participating employees may voluntarily contribute leave for allocation to other participating employees. The Crisis Leave Pool is not intended to provide unlimited paid sick leave for any medical reason but to alleviate the hardship caused when employees lose compensation as the result of a catastrophic illness or injury.

SCOPE AND APPLICABILITY

This Crisis Leave Program shall apply to Baton Rouge Community College (BRCC) unclassified, annual leave-earning faculty and staff.

DEFINITIONS

Eligible employee is an unclassified employee of BRCC who is eligible to earn annual leave in accordance with BRCC Policy# 209 and LCTCS Policy# 6.003.

Licensed Medical Service Provider (LMSP) is a practitioner, as defined in the Louisiana State Licensing Law (relative to that LMSP's field of service), who is practicing within the scope of his or her license. This includes licensed physicians (a doctor of medicine) or M.D., doctor of osteopathy or D.O., or licensed chiropractor, counselor, or therapist as recognized and licensed by appropriate state boards or authorities.

Catastrophic Injury or Illness is a severe condition or combination of conditions that:

- affects the physical or mental health of the eligible employee;
- requires the services of a licensed medical service provider for a prolonged period of time – at least a minimum of 10 working days;
- prevents the employee from performing his/her duties for a period of more than ten consecutive working days; and
- forces the employee to exhaust all appropriate leave described in other parts of this policy.

Crisis Leave Pool is a pool of donated annual leave that is managed on an hour for hour basis, regardless of the giving or receiving employee's rate of pay.



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Leave Pool Manager is the Payroll Manager or his/her designee.

Crisis Leave Committee is a committee comprised of the Human Resources Manager or his/her designee and a staff member appointed by the Chancellor, in addition to the Leave Pool Manager or designee. The Committee acts to support the administration of the Crisis Leave Program, review the pool and program management practices of the Leave Pool. When not otherwise specified in written policy, the Committee may recommend operational guidelines and procedures for the Crisis Leave Program.

Eligibility Requirements:

An employee is not required to contribute to the Crisis Leave Pool to be eligible to receive crisis leave. An eligible employee may apply to receive crisis leave if all of the following requirements are met:

- the employee suffers from a catastrophic illness or injury;
- the employee has exhausted all appropriate leave in accordance with this policy;
- the employee has exhibited satisfactory attendance (with no history of documented leave abuse and is not absent from work at the time of the request due to disciplinary reasons);
- the catastrophic injury or illness is not occupationally related (therefore making that employee eligible for workers' compensation) or was not attained in the commission of an assault or felony; and
- the appropriate documentation from a LMSP is provided for review with the application.

Amount of Crisis Leave that May Be Approved:

The amount of crisis leave granted for each catastrophic illness or injury is determined by the Human Resources Director or his/her designee, after consultation with the Leave Pool Manager and/or the Crisis Leave Committee. The amount of leave granted to an employee will generally reflect the recommendations of the LMSP, subject to the following limits:

- A maximum of 240 hours may be granted to an eligible employee during one 365-day period.
- Crisis leave may not be granted to any individual to extend paid leave status beyond a total time in leave status of 12 weeks.
- The total amount of leave granted will not exceed the balance of hours in the leave pool at the time of the employee's request.
- The employee will not accrue leave while using crisis leave.

An employee using leave from a crisis leave pool shall receive leave in sufficient quantity to ensure his wage replacement is 75% of the pay (base pay) he or she would receive in a regularly scheduled workweek and is documented in accordance with the same procedures as regular paid leave taken by the employee. (For example, 30 hours for a 40-hour employee.)



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Changes in Status Affecting Crisis Leave:

Crisis leave may be used only for 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 may request additional crisis leave subject to the limits outlined above. Extensions of crisis leave are not automatic. Each request for extension will be addressed on a first-come, first served basis.

Use of leave from the Crisis Leave pool for reasons other than those stipulated and approved by the Leave Pool Manager and/or failure to abide by procedures and requirements outlined in this policy may constitute payroll fraud and will be addressed accordingly.

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

Compensation and Benefits:

Crisis leave will be awarded hour for hour, regardless of the giving or receiving employee's rate of pay.

An employee in crisis leave status will continue to receive his/her benefits as appropriate. However, an employee on crisis leave will not accrue paid annual or sick leave.

Confidentiality of Requests:

All donations to and requests for crisis leave will be treated as confidential.

Appeals:

The decision to approve or deny crisis leave is final and not subject to appeal.

This policy may be revised as deemed necessary by changes in legislation or LCTCS policy and as prudence dictates. The procedure published with the Policy may be updated from time to time by the Human Resources Director.

Source of Policy: _____
Related Policy: BRCC Policy #209
BRCC Policy #211
Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Human Resources
LCTCS Policy Reference: #6.003
LCTCS Guideline Reference: _____
Date: 6/1/2015

PROCEDURES
for
Baton Rouge Community College Policy #222
Crisis Leave Pool for Unclassified, Annual Leave-Earning Employees

The Baton Rouge Community College Crisis Leave Pool for Unclassified, Annual Leave-Earning Employees, found as BRCC Policy #222, provides a means of obtaining additional paid leave for employees who have exhausted their accrued sick and annual leave benefits as the result of a catastrophic illness or injury of the employee that requires intermittent or continuous absence from work. The Crisis Leave Pool serves as a depository into which participating employees may voluntarily contribute leave for allocation to other participating employees. The Crisis Leave Pool is not intended to provide unlimited paid sick leave for any medical reason but to alleviate the hardship caused when employees lose compensation as the result of a catastrophic illness or injury.

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 pool may not designate a particular employee to receive donated time. The donor must complete a *Donor Application Form (Form 222-a)* and submit it to the Human Resources Director who is responsible for the proper administration of the form in accordance with the Policy and Procedure.

Donations are accumulated in the pool and awarded on a first-come, first-served basis to eligible employees. Donations are restricted as follows:

- An employee may donate a minimum of four hours of annual leave; donations beyond four hours must be made in whole hour increments.
- The donor must have a balance of at least 120 hours of annual leave remaining after the contribution.
- Donations are limited to a maximum of 240 hours of annual leave per employee per calendar year.
- Donations are limited to a maximum of 240 hours of annual leave upon separation or retirement.
- Leave will not be restored or returned to the donor once the leave has been transferred to the pool.

Request Procedures:

An employee may request leave from the Crisis Leave Pool by completing a *Request for Crisis Leave Request Form (Form 222-b)*. The request must be submitted to the Human Resources Director with a copy of the employee's *Certification of Health Care Provider for Employee's Serious Health Condition (FMLA form)*. The Human Resources Director is to review 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.

Confidentiality of Requests:

All donations to and requests for crisis leave will be treated as confidential. All requests and documentation for crisis leave are to be submitted in envelopes marked "confidential" to the Human Resources Director.

Adjudication of Requests:

Each request will be stamped with date and time received by the Human Resources Director, and handled on a first-come, first-served basis. When possible, a request is to be submitted at least 10 days before the crisis leave is needed. The Human Resources Director is allowed five working days from the date a request is received (with all required documentation) to approve all or part of the request, or deny the request, and communicate such approval or denial to the employee.

If the request is approved, the Leave Pool Manager will credit the approved time to the employee's leave record.

If the request is made by an employee under the direct supervision of the Leave Pool Manager or the Human Resources Director, the application may be referred Crisis Leave Pool Committee to approve or reject. Also, if the Human Resources Director has difficulty making a determination, the Human Resources Director may consult with or refer the decision to the Leave Pool Committee.

Use of Crisis Leave:

An employee using leave from a crisis leave pool shall receive leave in sufficient quantity to ensure his wage replacement is 75% of the base pay he or she would receive in a regularly scheduled workweek and is documented in accordance with the same procedures as regular paid leave taken by the employee.

Changes in Status Affecting Crisis Leave:

Crisis leave may be used only for 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 Human Resources Director. The employee may request additional crisis leave subject to the limits outlined above. Extensions of crisis leave are not automatic. Each request for extension will be addressed on a first-come, first served basis.

Use of leave from the Crisis Leave pool for reasons other than those stipulated and approved by the Human Resources Director and/or failure to abide by procedures and requirements outlined in these procedures and BRCC Policy #222 may constitute payroll fraud and will be addressed accordingly.

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

Compensation and Benefits:

Crisis leave will be awarded hour for hour, regardless of the giving or receiving employee's rate of pay.

An employee in crisis leave status will continue to receive his/her benefits as appropriate. However, an employee on crisis leave will not accrue paid annual or sick leave.

Appeals:

The decision to approve or deny crisis leave by the Human Resources Director is final and not subject to appeal.



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**Baton Rouge Community College
Crisis Leave Pool for Unclassified, Annual Leave-Earning Employees
Donor Application Form**

**This application should be submitted to the Human Resources Director
in an envelope marked "Confidential".**

Donating Employee's Name:	Donating Employee's Banner ID No.:
Department:	Title:
Work Email:	Work Phone:

My signature below certifies that I am electing to donate _____ hours of annual leave to the BRCC Crisis Leave Pool. I also certify that this donation is being made voluntarily and that I have not been directly or indirectly intimidated, threatened, coerced or promised any benefit by any employee. I further certify that my leave donation does not cause my balance to fall below 120 hours. Finally, I understand that this leave cannot be restored to me once it has been transferred to the Crisis Leave Pool.

_____ **Employee's Signature**

_____ **Date**

For Payroll Office Use Only		
Number of Hours of Accrued Annual Leave:	Number of Hours of Annual Leave Donated:	Remaining Annual Leave Balance:
Payroll Manager's or Designated Payroll Employee's Name:		Title:
Signature:		Date:

For Crisis Leave Pool Manager Use Only	
<p>_____ Based on information from the Payroll Office, this donor application is approved, and the payroll office is hereby authorized to deduct the number of donated hours from the donating employee's annual leave.</p> <p>_____ Based on information from the Payroll Office, this donor application is rejected. The reason for denial is: _____</p>	
Crisis Leave Manager's Name:	Title:
Signature:	Date:
Date of Deduction of Annual Leave:	
<p>_____ Payroll Initials: _____ Crisis Leave Manager Initials: _____</p>	



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**Baton Rouge Community College
Crisis Leave Pool for Unclassified, Annual Leave-Earning Employees
Request for Crisis Leave Application Form**

**Application should be submitted to the Human Resources Director
in an envelope marked "Confidential".**

Requesting Employee's Name:	Requesting Employee's Banner ID No.:
Department:	Title:
Work Email:	Work Phone:
Alternate Email:	Alternate Phone Number:
Number of Hours Requested:	
Reason for Request: (Attach appropriate documentation from LMSP including description of injury or illness, date of onset or initial diagnosis, prognosis and anticipated date of return to duty.)	

I certify that I have read the Crisis Leave Policy and understand my rights and responsibilities as outlined in the policy. I agree to abide by the conditions outlined in the policy. I understand that I must submit this form with the required medical documentation before this request can be processed.

Employee's Signature

Date

Crisis Leave Pool Manager Action	
_____Based on information received on this application and the Crisis Leave Policy, this application is approved, and the payroll office is hereby authorized to act in accordance with this approval. Number of hours approved: _____ Effective Date of Action: _____ _____Based on information received on this application and the Crisis Leave Policy, this application is denied based on the following reason(s): _____	

Crisis Leave Manager's Name:	Title:
Signature:	Date:
Date of Notification to Payroll Office:	
_____	Payroll Initials: _____ Crisis Leave Manager Initials: _____