



Leave Policy - American Red Cross Disaster Relief Service

Responsible Official: Chief Operating Officer

Responsible Office: Human Resources

Policy Purpose

This policy specifies when employees who are American Red Cross certified disaster service volunteers may be approved for paid leave for disaster service.

Policy Statement

An Employee who is a certified disaster service volunteer (CDSV) of the American Red Cross may be granted leave with pay to participate in specialized disaster relief services. A CDSV must notify the Office of Human Resources in writing prior to requesting leave.

Upon written request by the American Red Cross, the Employee's supervisor and the Office of Human Resources will review the request and may approve paid leave for the requested service to the American Red Cross. Leave may be granted for up to fifteen (15) workdays each fiscal year. The direct supervisor may also require the Employee to provide verification at the conclusion of the Employee's service as a CDSV. Leave granted under this policy shall not affect the Employee's regular leave status.

Authority: TCA Section 8-50-810

Defined Terms

A defined term has a special meaning within the context of this policy.

Employee: Anyone employed by ETSU in any capacity, except for personnel classified as graduate assistants or student workers.

Policy History

Effective Date:

Revision Date:

Replaces: PPP-56 Disaster Relief Service Leave

Procedures

N/A

Procedure History

Effective Date:

Revision Date:

Related Form(s)

N/A

Scope and Applicability

Primary: Human Resources