



## HUMAN RESOURCES POLICY

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**NUMBER/TITLE:** HR-319, CRISIS LEAVE POLICY

**Covered Individuals:** All Staff

**Covered Locations:** All UIU Locations

**Effective Date:** 10/01/2023

**Last Revision:**

**Strategic Priority:** SP 2

**HLC:** Criterion 2

**Consultations:** EDHR, Univ. Policy Cmte.,  
President's Council

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### POLICY STATEMENT

The Upper Iowa University Crisis Leave pool serves as a depository into which full-time employees, both staff and administrators, may donate accrued vacation leave time for allocation to other employees. The purpose of this pool is to lessen the hardship caused by catastrophic illness or injury which forces an employee to exhaust their personal day and all of their sick and vacation leave time.

### POLICY

#### **How to Donate Vacation Leave:**

Full-time employees who earn vacation leave may donate up to 48 hours/6 days accumulated vacation days per calendar year to the Crisis Leave pool.

Employees may not personally solicit the donation of Crisis Leave on their own behalf or on behalf of another employee.

- Complete UIU Crisis Leave Donation Form
- Submit form to supervisor for approval.
- Forward approved form to HR at [hr@uiu.edu](mailto:hr@uiu.edu).
- If donation is approved, HR will manually deduct the amount from the totals.

#### **How to Request Crisis Leave:**

Employees may apply for Crisis Leave in increments up to 40 hours at a time. Situations requiring more than 40 hours will require multiple applications. Employees may apply for up to 80 hours/10 days Crisis Leave time per 3-year period. If an employee needs more time, allocation of additional days/hours from the Crisis Leave pool will be determined on a case-by-case basis. Examples include a serious illness of the employee or the employee's spouse, serious illness of an immediate family member, or an extraordinary circumstance involving a personal crisis that is not health-related. Crisis Leave may be used intermittently, however, unused time must be returned to the Crisis Leave pool once the employee is released from their physician's care or when the situation that caused the employee to request Crisis Leave has been resolved. Incidents of abuse or misuse of Crisis Leave will lead to the employee's inability to request crisis leave in the future.

- Complete UIU Request for Crisis Leave Form
- Submit completed form to supervisor for approval.
- Forward approved form to HR at [hr@uiu.edu](mailto:hr@uiu.edu).
- Final approval will be made by the Executive Director, HR.
- Unused Crisis Leave hours must be returned to Crisis Leave pool.
- Employees receiving Crisis Leave must be employed full-time at least 6 months.

**CUSTODIAN**

Executive Director, Human Resources

**RELATED DOCUMENTS, FORMS, AND POLICIES**

[Human Resources Default Page](#) | [Human Resources](#) | [myUIU](#)

**Crisis Leave Donation Form and Crisis Leave Request Form located at the above link.**

**HISTORY**

New/Revision Number:	Date of Action/Approval	Revision Change
HR 319	09/28/2023	Recommended for approval by President’s Council. Approved by President.