Policy 3513

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Leave for Disaster Relief **Policy Number**: 3513 **Chapter Title**: Leaves of Absence **Effective Date**: August 28, 2005 **Supersedes Policy Number** 3513 **Dated** July 1, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The department will provide employees an opportunity to assist the American Red Cross or similar volunteer organizations in disaster relief operations, as provided through the State of Missouri Disaster Leave Law.

PROVISIONS/REQUIREMENTS

1. The Disaster Leave Law, effective August 28, 1995, and revised August 28, 2005, provides paid leave to salaried (full time and permanent part-time) employees who volunteer for the

American Red Cross or similar volunteer organizations during disasters. Leave under this law is limited to those employees who have completed the necessary training for, and have been certified as, disaster service specialists by the American Red Cross or certified by a volunteer organization with disaster service commitment recognized by the state emergency management agency. Necessary training or classes for disaster services specialists must be completed on the employee's own personal time, except for First Aid/CPR training, which the department currently allows employees to participate in on state time.

2. A maximum of 25 state employees may be granted a leave for a period not to exceed a total of 120 work hours each in any state fiscal year. Any approved absence in excess of 120 work hours will be charged to the employee's annual leave, compensatory time or leave of absence without pay - special conditions. The 120 work hours, which are to be used for leave for disaster relief, are specified in the letter of instructions received from the volunteer organization.

3. In the event of a need for the employee's services, the volunteer organization will send a request for the services to the employee and the employee's supervisor with a copy to the Office of Administration, Division of Personnel, stating the employee has met all requirements for assignment as a disaster specialist volunteer. The employee may be released from work to participate in specialized disaster relief services upon this request from the volunteer organization and upon the approval by the district engineer or division leader/state engineer.

A copy of the request for services and any subsequent letters or memos, including the approval or denial of the request, should be forwarded to the Human Resources Division to be placed in the employee's personnel file.

4. Upon returning to work, these employees will be placed in the position they held before providing disaster relief assistance.

CROSS REFERENCE

RSMo Chapter 105, Section A, 105.267 "The Disaster Leave Law" (http://www.moga.mo.gov/statutes/C100-199/1050000267.HTM)

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