

<b>Policies of the University of North Texas</b>	Chapter 5
<b>1.4.20 Leave With Pay for American Red Cross Certified Disaster Services</b>	<b>Human Resources</b>

**Policy Statement.** To provide a substantial force of trained volunteer State employees to the American Red Cross (ARC) when disaster workers are needed, without loss of pay to the employees.

**Application of Policy.**  
All Faculty and Staff

**Definitions.**  
None

**Procedures and Responsibilities.**

**1. General Policy:**

Any State employee, who is a certified disaster service volunteer of the American Red Cross or who is in training to become such a volunteer, with the authorization of his/her supervisor, may be granted a leave not to exceed ten (10) days each year to participate in specialized disaster relief services for the American Red Cross, upon the request of the American Red Cross, with the authorization of the employee's supervisor, and with approval of Governor's office, without loss of pay, vacation time, sick leave or earned overtime, and/or compensatory time.

**2. General Provisions:**

2.1. The employee should notify his/her supervisor in advance that he/she is certified. The employee is required to present a copy of any notice received from ARC requesting his/her volunteer services, if he/she wishes to volunteer, or some other document or statement affirming the date, time, and location of the projected volunteer assignment with ARC.

2.2. The employee is expected to return to duty after ten (10) working days or sooner, if his/her services are no longer requested. The absence of an employee for such purposes as stated above up to a maximum of eighty (80) hours per fiscal year for full-time employees is not to be charged to any accrued leave.

**Responsible Party:** Assistant Vice President for Human Resources

**References and Cross-References.**

Texas Government Code, Sec. 661.907

Approved: 9/1/1989

Effective:

Revised: 8/95; 9/99; 8/03

5/2011 format only