

4.17 Emergency Disaster Leave

The Virginia Department of Social Services (VDSS) uses the Commonwealth's Department of Human Resource Management (DHRM) Policy 4.17 – as the foundation for establishing guidance relative to Emergency Disaster Leave. Employees should refer to DHRM's website and VDSS Guidance (below) for information about the utilization of Emergency Disaster Leave.

The following link connects to DHRM Policy 4.17, Emergency Disaster Leave

http://www.dhrm.state.va.us/hrpolicy/web/pol4_17.html



4.17 Emergency Disaster Leave

I. AUTHORITY, INTERPRETATION, AND REVISION

- A. The Commissioner of the Virginia Department of Social Services (VDSS) or executive-level designee has the discretion for approving Leave to Provide Emergency Services.
- B. The Commissioner of VDSS has the sole discretion for approving Leave for Victims of Disaster.
- C. The VDSS Director of Human Resources (HR) or designee is responsible for reviewing emergency leave requests and recommending to the Commissioner whether the requests should be granted.
- D. This portion of the Standard Operating Procedure (SOP) is issued by the VDSS. The VDSS Director of HR or designee is responsible for the agency's interpretation of this SOP and for its revision or rescission.

II. LEAVE TO PROVIDE EMERGENCY SERVICES

- A. Full-time and part-time classified employees of the Virginia Department of Social Services can request up to two weeks (80 hours) of paid leave annually (January 1 – December 31) to provide emergency services if all the criteria as defined in State DHRM Policy 4.17 are met.
- B. Employees asked by emergency/relief service authorities to extend their service beyond 80 hours for the same event can request approval to use appropriate accrued leave or leave without pay. Approval is at the discretion of the Commissioner of VDSS or executive-level designee.
- C. If supplying emergency service is within an employee's normal job duties, the employee shall serve in the manner directed by the VDSS. The time will be treated as normal hours of work and will not be considered leave under DHRM Policy 4.17.
- D. Employees are encouraged to discuss their leave request with their supervisor and the impact on the division/unit's ability to provide sufficient operational coverage to fulfill expected performance outcomes.

III. TO REQUEST LEAVE TO PROVIDE EMERGENCY SERVICE

- A. Employees who have conditions that meet the criteria of DHRM Policy 4.17 are to complete Part I of the Request for Emergency Disaster Leave form and submit the form to their supervisor to complete Part II of the form.
- B. Upon completion of Part II of the form by the supervisor, employees are to submit the form and required documentation to HR. Employees are not to forward to HR any requests whereby the supervisor has checked the "No" box in Part II of the form which indicates that the form is not complete and/or the required documents have not been provided by the employee.
- C. Employees are to provide a copy of the Request for Emergency Disaster Leave form to their immediate supervisor and leave coordinator.
- D. Employees may be granted additional emergency leave when employees have not exhausted the allowable maximum of 80 hours of leave for a qualifying emergency event.
- E. Additional emergency disaster leave to provide emergency services must be approved by the VDSS Commissioner or executive-level designee.

IV. TO REQUEST LEAVE TO PROVIDE EMERGENCY SERVICE - BEYOND 80 HOURS

- A. Employees asked by emergency/relief service authorities to extend their service beyond 80 hours for the same event can request approval to use appropriate accrued leave or leave without pay.
- B. Employees who have conditions that meet the criteria of DHRM Policy 4.17 are to complete Part I of the VDSS Request for Emergency Disaster Leave form and submit the form and required documents to their supervisor to complete Part II of the form.
- C. Upon completion of Part II of the form by the supervisor, employees are to submit the form and required documentation to HR. Employees are not to forward to HR any requests whereby the supervisor has checked the "No" box in Part II of the form which indicates that the form is not complete and/or the required documents have not been provided by the employee.
- D. Employees are to provide a copy of the Request for Emergency Disaster Leave form to their supervisor and leave coordinator.

V. SUPERVISORY FACTORS OF CONSIDERATION - LEAVE REQUESTS TO PROVIDE EMERGENCY SERVICE

- A. The supervisor is to review the Request for Emergency Disaster Leave form and ensure that the form is complete and that the employee provided the required documents.
- B. If the form is incomplete and/or the required documentation is not provided, check the "No" box in Part II of the form, sign and date the form, and return the form to the employee.
- C. If Part I of the form is complete and required documents are provided, proceed with completing the remainder of Part II of the form.
- D. In Part II of the form the supervisor can provide factors for HR and the VDSS Commissioner to consider when reviewing the employee's leave request. Factors include those that would have an adverse impact on the division/unit's ability to have sufficient operational coverage to fulfill expected performance outcomes.
- E. Upon completing Part II, the supervisor is to return the form to the employee. The employee is responsible for submitting the form and required documentation to HR.

VI. HR REVIEW - LEAVE REQUESTS TO PROVIDE EMERGENCY SERVICE

Upon receipt of the leave request, HR will:

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- A. Review the request form and required documentation.
- B. If the form is incomplete and/or the required documentation is not provided, check the "No" box in Part III of the form, sign and date the form, and return the form to the employee.
- C. If the form is complete and required documents are provided, proceed with completing the remainder of Part III of the form.
- D. Indicate in Part IV the type of leave requested.
- E. Complete Action Request Form (Yellow Sheet), attach the Request for Emergency Disaster Leave form and documents, and forward the information to the Office of the Commissioner.

VII. FINAL DETERMINATION – LEAVE TO PROVIDE EMERGENCY SERVICE

Upon receipt of the leave request, the VDSS Commissioner or executive-level designee will:

- A. Make a final determination on the request
- B. Return the form to HR.

VIII. LEAVE FOR VICTIMS OF DISASTER

- A. Full-time and part-time classified employees of the VDSS who meet the criteria of Victims of Disaster as defined in State DHRM Policy 4.17, can request up to two weeks (80 hours) of paid leave annually (January 1 – December 31).
- B. Employee may be granted additional emergency leave for victims of disaster when employees have not exhausted the allowable maximum of 80 hours of leave for the qualifying emergency event.
- C. Employees shall not be eligible for this leave if the damage to property was limited to downed-trees, power outages, or structural damage that did not render the employee's primary residence uninhabitable, or where the employee voluntarily evacuated the area.

IX. TO REQUEST LEAVE FOR VICTIMS OF DISASTER

- A. Employees who have conditions that meet the criteria of DHRM Policy 4.17, are to complete Part I of the Request for Emergency Disaster Leave form and submit the form to their supervisor to complete Part II of the form.
- B. Upon completion of Part II of the form by the supervisor, employees are to submit the form and required documentation to HR. Employees are not to forward to HR any requests whereby the supervisor has checked the "No" box in Part II of the form, which indicates that the form is not complete and/or the required documents have not been provided by the employee.
- C. Employees are to provide a copy of the Request for Emergency Disaster Leave form to their immediate supervisor and leave coordinator.

X. SUPERVISORY FACTORS OF CONSIDERATION - LEAVE FOR VICTIMS OF DISASTER

- A. The supervisor is to review the Request for Emergency Disaster Leave form and ensure the form is complete and that the employee provided the required documents.
- B. If the form is incomplete and/or the required documentation is not provided, check in Part II of the form the "No" box, sign and date the form, and return the form to the employee.
- C. If Part I of the form is complete and required documents are provided, proceed with completing Part II of the form.
- D. In Part II of the form, the supervisor can provide factors, if any, for HR and the VDSS Commissioner to consider when reviewing the employee's leave request. Factors include those that would have an adverse impact on the division/unit's ability to have sufficient operational coverage to fulfill expected performance outcomes.

- E. Upon completing Part II of the form, the supervisor is to return the form to the employee. The employee is responsible for submitting the form and required documentation to HR.

XI. HR REVIEW - LEAVE FOR VICTIMS OF DISASTER

Upon receipt of the leave request, HR will:

- A. Review the request form and required documentation
- B. If the form is incomplete and/or the required documentation is not provided, check in Part III of the form the "No" box, sign and date the form, and return the form to the employee.
- C. If the form is complete and required documents are provided, proceed with completing Part III of the form.
- D. Indicate in Part IV, the type of leave requested.
- E. Complete Action Request Form (Yellow Sheet), attach the Request for Emergency Disaster Leave form and documents, and forward the information to the Office of the Commissioner.

XII. FINAL DETERMINATION – LEAVE FOR VICTIMS OF DISASTER

Upon receipt of the leave form, the VDSS Commissioner:

- A. Make a final determination on the request
- B. Return the form to HR.

XIII. NOTIFICATION OF FINAL DETERMINATION

For all requests for emergency disaster leave returned to HR from the Office of the Commissioner, HR will:

- A. Return the original forms and required documents to the employee.
- B. Send a copy of the form and required documents to the employee's supervisor and leave coordinator.
- C. Retain a copy of the form and required documentation in the HR file.

XIV. TO USE EMERGENCY DISASTER LEAVE

To use approved emergency disaster leave, the employee is to:

- A. Complete a Leave Activity Reporting Form, number 032-07-0017-00-eng, which is available on SPARK.
 - Fill in Company Number, Employee Number, Employee Name.
 - Fill in for Leave Type, OT (*Denotes Other*).
 - Fill in DATE FROM.
 - Fill in DATE TO.
 - On the COMMENT line, indicate applicable type of emergency disaster leave being requested:
 - Leave to Provide Emergency Services *or*
 - Leave for Victims of Disaster
- B. Forward the Leave Activity Reporting form to the supervisor.

The supervisor will:

- A. Ensure that the leave requested has received prior approval by the VDSS Commissioner or executive-level designee.
- B. Ensure the amount of leave requested does not exceed approved amount.
- C. Sign and date the Leave Activity Reporting form.
- D. Forward the Leave Activity Reporting form to the leave coordinator.

XV. TO USE EMERGENCY DISASTER LEAVE – RETROACTIVELY

- A. Employees are required to request approval from their supervisors for any absence from work, as soon as practical, as indicated in DHRM Policy 4.30, Leave Policies – General Provisions.
- B. During the wait period when a request for emergency disaster leave is pending approval, the employee can request to use appropriate accrued leave or leave without pay.
- C. An employee may retroactively substitute emergency disaster leave (OT) for any leave or leave without pay taken during an emergency event if the employee is later determined to be eligible and is approved and granted emergency disaster leave (OT) for the corresponding event.

XVI. LEAVE COORDINATORS

Leave Coordinators are to:

- A. Ensure that the emergency disaster leave requested by the employee does not exceed the amount approved by the VDSS Commissioner or executive-level designee.
- B. Key requested emergency disaster leave (OT) into CIPPS.
- C. Conduct leave maintenance activities when employees choose to retroactively substitute approved emergency disaster leave (OT) for any leave taken for corresponding emergency event.
- D. Maintain copies of approved and disapproved Emergency Disaster Leave Request forms.
- E. Track approved emergency disaster leave balances granted to employees.
- F. Track use of emergency disaster leave by employees.
- G. Prepare status reports on emergency disaster leave, as requested by the supervisor and/or HR.