Crisis Leave

Eligible employees at NCTA may choose to donate vacation leave to a crisis leave pool that will be available to eligible employees who have exhausted all available sick and vacation leave because of a personal crisis.

Donating crisis leave

Regular employees (those who have completed original probation) who earn vacation leave may donate to the crisis leave pool up to three accrued vacation days per calendar year. Under exceptional circumstances an employee may donate up to five days per calendar year.

Donations of vacation leave to the crisis leave pool will be accounted for on the basis of the number of days donated, rather than the dollar value of the days donated.

Receiving crisis leave

Regular employees (those who have completed original probation) may apply to receive from the crisis leave pool up to the number of days of vacation they accrue in one calendar year, not to exceed 24 days.

Regular employees who have exhausted all of their available sick leave, vacation leave, and compensatory leave that is applicable to their crisis are eligible to apply for crisis leave for the following reasons:

- The serious illness of the employee or the employee's spouse
- The serious illness of the employee's child, stepchild, or parent, or a person bearing the same relationship to the employee's spouse

For purposes of this policy, a "serious illness" is defined as follows:

- An illness that requires at least one overnight stay in a hospital, hospice, or other residential health care facility under the treatment or supervision of a physician or other licensed health care provider
- An illness that requires an absence from work for more than three days as recommended by a physician or other licensed health care provider
- A chronic or long-term illness that is incurable or so serious that if untreated would probably lead to incapacity for more than three days, and requires continuing medical treatment or supervision

If the crisis is health-related, employees may be required to provide medical certification.

Crisis leave requires approval of the immediate supervisor, the dean or director, and Human Resources. Requests for crisis leave will be evaluated on the following criteria:
• Whether or not the reason for the leave is appropriate under the policy
• The availability of leave within the crisis leave pool
• The employee's record of leave use

Crisis leave received but not used will be returned to the crisis leave pool.

Issues surrounding crisis leave may not be appealed through the grievance procedure. Employees who disagree with a denial of crisis leave may discuss the matter with the appropriate vice chancellor or with the chancellor if the employee does not report in a vice chancellor unit.