



Procedure on Leave for Disaster Service

(Approved by the President on January 18, 2005)

I. PURPOSE & APPLICABILITY

This procedure establishes a method for the request and approval of Leave for Disaster Service, consistent with BOR VII - 7.26 Policy on Leave for Disaster Service. This procedure applies to all Regular and Contingent Category II status Exempt and Nonexempt Staff employees.

II. BACKGROUND

The BOR policy is based on 1998 law, Annotated Code of the State of Maryland, State Personnel and Pensions, Section 9-1102. Each USM institution is required to established procedures, as needed, to implement the BOR policy.

III. DEFINITIONS

A. Unit Head - a Center Director, Vice President, or the President.

IV. PROCEDURE

- A. An employee shall submit a written request to the Unit Head or designee requesting a specific number of days up to the limit of 15 days per year of Disaster Service Leave.
- B. In addition to the written request, the employee shall submit a copy of the employee's American Red Cross certification as a disaster service volunteer and a copy of the request for the employee's services from the American Red Cross.
- C. If the requested leave is approved, the Unit Head or designee shall indicate that decision on the written request and forward the original request to the Unit's Human Resources office for placement in the employee's personnel file.
- D. The employee shall record the absence on the electronic time sheet using the designated code.

APPROVED: Jennie C. Hunter-Cevera