

Subject: Absence for Emergency Reasons

Applies to: All Regular Hourly-Paid (non-exempt) Staff (Employees who are members of the bargaining units should refer to their bargaining unit agreement.)

I. Policy: Department heads may grant to regular full- and part-time, non-exempt, staff members not more than two days off with full base pay in each anniversary year to meet emergency situations which cannot be planned for or avoided and require an employee's personal attention and absence from work.

Staff in professional, administrative and supervisory (PAS) positions (e.g., exempt) are not eligible for emergency days and should use vacation time.

II. Guidelines:

- A. An absence for emergency reasons may be taken in fractions of no less than 1/4 of a regular full-time workday.
- B. Time As Reported (TAR) and temporary staff may be granted time off without pay.
- C. Examples of when absences for emergency reasons may be granted:
  - 1. To be available the day a member of the immediate family has to have emergency surgery (not scheduled in advance).
  - 2. To be available on the day of death of a member of an employee's immediate family (See Policy #327 for definition of "immediate family") when the employee has primary responsibility for arrangements.
  - 3. To provide travel time to attend the funeral of a member of the immediate family being held in another state. (To be used only if the three days provided in Policy 327, Death in Immediate Family, does not provide sufficient travel time.)

4. To provide pay for non-essential staff when the University curtails services for snowstorms or other severe conditions and staff is told not to report to work (See Policy # 115, Procedures for Attendance which May be Affected by Snowstorms and Other Severe Conditions). The absence for emergency reasons may be granted for this purpose only when the University has announced a curtailment of services.
  5. To be available in the event of a major disaster involving an employee's personal property wherein the employee's immediate personal attention is required.
  6. To be available in the event of sudden catastrophic illness or an accident involving injury to a member of an employee's immediate family wherein the employee's presence and prompt personal attention are required.
- D. Examples when emergency time should not be granted and use of accrued vacation or PTO time, if applicable, or in some instances, excused absences without pay may be used:
1. Consulting an attorney regarding personal business.
  2. Awaiting the arrival of a home delivery or repairperson.
  3. Providing time for staff to leave work early, who are late or absent because of snowstorms or other severe conditions when the University has not curtailed services.
  4. To attend to a sick child, dependent relative or other persons, except as may be described above.
- III. Procedures: To record excused time off with pay for emergency reasons supervisors should report the number of hours excused using the time reporting code of EXC. Questions should be referred to the Offices of Human Resources at the Medical Center or River Campus.
- See also Policies: #115 Procedures for Attendance Which May be Affected by Snowstorms and Other Severe Conditions  
#327 Death in the Immediate Family