



Applies to: Faculty, staff and graduate associates

**All employees should also refer to Policy 6.17, Disaster Preparedness & University State of Emergency for further direction and compensation information¹.*

POLICY

Issued: 08/01/2011

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Disaster leave is intended to provide a balance between protecting faculty and staff income to preserve our talent base and protecting the university's financial viability. Disaster leave can only be granted when the Disaster Preparedness and University State of Emergency policy has been activated; and when a disaster has been declared or the health and safety of the campus community in whole or in part are at stake; and only to eligible employees/graduate associates who are unable to work because of the disaster and the university's inability to provide work¹. Disaster leave may be granted at the discretion of the university depending on the nature and duration of the disaster.

Definitions

Term	Definition
Disaster	Declared disaster (e.g. natural, terrorist, etc.), declared pandemic.
Work	Regular or other duties as assigned.

Policy Details

I Guiding Principles

- A. The university's primary goal is to continue teaching classes to finish the current academic term and to provide patient care, if feasible given safety and security issues.
- B. The university's primary commitment is to maintain employment of faculty and staff before student employees and to maintain the employment of regular faculty and staff before term, temporary or seasonal employees, with the intent to reopen the university as soon as possible.
- C. The university retains flexibility to implement disaster leave based upon the disaster.
- D. Disaster leave must be fiscally responsible, balancing the needs of the university and our desire to retain and support our employees/graduate associates.
- E. Faculty and staff who cannot work will be paid from their original employing unit at the determined rate of pay, for as long as the university determines their employment can be sustained.
- F. If employees/graduate associates cannot perform regular duties, the university may assign other duties as needed.
- G. If the regular worksite is not available, the university may identify other means to work such as telecommuting, alternate work location, alternative schedules, etc.
- H. Disaster leave is not an entitlement.

¹ Although Policy 6.17 is not applicable to Health System employees, in such disasters as would be covered by 6.17, disaster leave may be granted at the discretion of the president in consultation with senior management council, the vice president for human resources and the senior vice president for health sciences and CEO-medical center to Health System employees.



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II University Policies

All other university policies may be superseded or suspended or changed when this policy is in effect, given the specific circumstances of the disaster.

III Eligibility

- A. Disaster leave applies only to those employees/graduate associates who are deemed eligible at the time of or after the disaster.
- B. Eligibility is determined by senior management council in consultation with the president based upon conditions created by the nature and duration of the disaster and is at their discretion.
- C. Employees/graduate associates funded by grants and contracts may not be eligible given the requirements of the grant or contract.
- D. Employees/graduate associates who work are not eligible for disaster leave; they will be paid their regular salary/wage.
- E. Employees/graduate associates who refuse a work assignment are not eligible for disaster leave unless a bona fide reason for the refusal exists.
- F. Employees/graduate associates who are unable to work due to their own personal reasons (related or unrelated to the disaster) rather than the university's inability to provide work are not eligible for disaster leave.
- G. Employees who are unable to work due to their own personal reasons (related or unrelated to the disaster) may be permitted or required to retroactively charge their time to the appropriate accrued leave bank (compensatory, vacation, sick) if relevant and approved.

IV Disaster Leave

- A. Eligible employees/graduate associates will be paid 100% of their base compensation for the first week. The president in consultation with senior management council and the vice president for human resources will subsequently determine on a week by week basis whether and how disaster leave will continue.
- B. If the university has already been closed under the Weather or Other Short-Term Closing Policy (6.15) and employees/graduate associates' compensation has been covered during that time, the hours covered under Policy 6.15 will normally be considered a part of the disaster leave.

PROCEDURE

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Responsibilities

Position or Office	Responsibilities
Senior Management Council	<ul style="list-style-type: none"> A. Determine when this policy is in effect. B. Determine eligibility for disaster leave. C. Determine if and when other university policies are superseded.



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	D. Determine and confirm disaster leave and compensation options beyond the first week on a weekly basis. E. Determine employment status of all employee classes/graduate associates as the disaster progresses. F. Communicate to the university and wider community.
Employing Unit	A. Verify eligibility for disaster leave. B. Enter disaster leave into the HRIS for eligible employees/graduate associates. C. Communicate to employees/graduate associates and students about this and other relevant policies.
Office of Human Resources	A. Consult on the implementation of this policy. B. Collaborate with Payroll Services to ensure employees/graduate associates are paid appropriately. C. Ensure that benefits continue as determined by the president in consultation with senior management council. D. Communicate to employees/graduate associates.
Employees/Graduate Associates	A. Communicate your status and your ability to work to the department.
Payroll Services	A. Manage payroll in accordance with this policy and the directives of the president in consultation with senior management council.

Resources

- Classified Civil Service Rules, Reduction in Force, Alternatives to layoff during a disaster, hr.osu.edu/policies-forms/rules-for-ccs/
- Disaster Preparedness and University State of Emergency, Policy 6.17, <https://hr.osu.edu/public/documents/policy/policy617.pdf>
- Emergency Management, dps.osu.edu/campus-status
- Public Safety, dps.osu.edu
- Weather or Other Short-Term Closing, Policy 6.15, <https://hr.osu.edu/public/documents/policy/policy615.pdf>

Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation	Employee Relations, Office of Human Resources	614-292-2800	hr-elr@osu.edu hr.osu.edu/services/elr/
Benefits	Customer Service Center, Office of Human Resources	614-292-1050	hr@osu.edu hr.osu.edu/services/customer-service
Counseling and employee assistance	Ohio State Employee Assistance Program, The OSU Health Plan	800-678-6265	osuhealthplan.com/OhioStateEAP
Counseling for students	Counseling and Consultation Service, Office of Student Life	614-292-5766	sl-ccs@osu.edu ccs.osu.edu
Emergency coordination	Emergency Management and Fire Prevention, Administration and Planning	614-247-4911	emergencymanagement@osu.edu dps.osu.edu/emergency-management
Payroll	Office of the Controller, Division of Payroll Services	614-292-2311	payrolloffice@osu.edu controller.osu.edu/pay/pay-home.shtm

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