



Applies to: Faculty, staff, and graduate associates, excluding Health System employees

*All employees should also refer to the Disaster Preparedness & University State of Emergency 6.17 policy for further direction and compensation information.

Responsible Office

Office of Human Resources

POLICY

Issued: 08/01/2011

Revised: 01/03/2021 (minor revision)

Disaster leave is intended to provide a balance between protecting faculty and staff income to preserve the university’s talent base and protecting the university’s financial viability. Disaster leave can only be granted when the Disaster Preparedness and University State of Emergency 6.17 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. Disaster leave may only be provided to eligible faculty, staff, and graduate associates who are unable to work because of the disaster and the university’s inability to provide work. Disaster leave may be granted at the discretion of the university depending on the nature and duration of the disaster.

Purpose of the Policy

To provide guidance on the use of disaster leave.

Definitions

Table with 2 columns: Term, Definition. Rows include Disaster, Health System, Unit, and Work.

Policy Details

- I. General Provisions
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 commitment is to maintain employment of regular faculty and staff before term, temporary, or seasonal employees.
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 its desire to retain and support its faculty, staff, and graduate associates.
E. Faculty, staff, and graduate associates who cannot perform their work due to the disaster will be paid by their original unit at the determined rate of pay, for as long as the university determines their employment can be sustained.
F. If faculty, staff, and/or graduate associates cannot perform regular duties, the university may assign other duties as needed.
G. If the regular worksite is unavailable, the university may identify other means to work such as telecommuting, alternate work location, alternative schedules, etc.



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H. If faculty or staff cannot perform work and alternative arrangements are unavailable, disaster leave may be provided at the university's discretion. Disaster leave is not an entitlement.

II. University Policies

A. All other university policies may be superseded or suspended or changed when this policy is in effect, given the specific circumstances of the disaster. President's Cabinet is responsible for determining if and when other university policies are superseded.

III. Eligibility

A. Disaster leave applies only to those faculty, staff, or graduate associates who cannot perform work due to the disaster and who are otherwise deemed eligible at the time of or after the disaster.

B. Eligibility is determined by President's Cabinet in consultation with the president based upon conditions created by the nature and duration of the disaster and is at their discretion.

1. Although the [Disaster Preparedness and University State of Emergency 6.17 policy](#) is inapplicable to **Health System** employees, leave may be granted to Health System employees at the discretion of the president in consultation with President's Cabinet, the senior vice president for human resources, and the executive vice president and chancellor for health affairs.

C. Faculty, staff, and graduate associates funded by grants and/or contracts may not be eligible for disaster leave depending on the requirements of the grant or contract.

D. Faculty, staff, and graduate associates who refuse a work assignment are not eligible for disaster leave unless a bona fide reason for the refusal exists.

E. Faculty, staff, and 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:

1. Are not eligible for disaster leave and

2. May be permitted or required to retroactively charge their time to the appropriate accrued time off balance (compensatory, vacation, sick) if relevant and approved.

PROCEDURE

Issued: 08/01/2011

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I. Disaster Leave

A. President's Cabinet must:

1. Communicate any use of disaster leave to the university and wider community.

2. Determine employment status of all employee types/graduate associates as the disaster progresses.

B. Eligible faculty, staff, and graduate associates will be paid 100% of their base compensation for the first week. The president in consultation with President's Cabinet and the senior vice president for human resources will subsequently determine on a week by week basis whether and how disaster leave and compensation will continue.

C. If the university has already been closed under the [Weather or Other Short-Term Closing 6.15 policy](#) and the faculty, staff, and/or graduate associates' compensation has been covered during that time, the hours covered will normally be considered a part of the disaster leave.

D. Each unit must:

1. Verify eligibility for disaster leave.

2. Enter disaster leave into Workday for eligible faculty, staff, and graduate associates.

3. Communicate to faculty, staff, and graduate associates about disaster leave and other relevant policies.

E. The Office of Human Resources must:

1. Consult on the implementation of this policy.



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- 2. Collaborate with Payroll Services to ensure faculty, staff, and graduate associates are paid appropriately.
- 3. Ensure that benefits continue as determined by the president in consultation with President’s Cabinet.
- 4. Communicate to faculty, staff, and graduate associates.
- F. Each faculty, staff, and graduate associate must communicate their status and ability to work to their unit.
- G. Payroll services must manage payroll in accordance with this policy and the directives of the president in consultation with President’s Cabinet.

Responsibilities

Position or Office	Responsibilities
Faculty/Staff/Graduate Associates	Communicate status and ability to work to unit.
Office of Human Resources	1. Communicate, consult, and collaborate with units and employees as set forth in this policy. 2. Ensure that benefits continue as set forth in this policy.
Payroll Services	Manage payroll in accordance with this policy and directives of president in consultation with President's Cabinet.
President’s Cabinet	1. Determine when disaster leave is used and communicate to the university and wider community. 2. Determine eligibility for disaster leave, employment status, and compensation options as set forth in this policy.
Unit	1. Verify eligibility for disaster leave and enter into Workday. 2. Communicate this and other relevant policies to the unit.

Resources

Governance Documents

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 6.17 policy, hr.osu.edu/public/documents/policy/policy617.pdf

Weather or Other Short-Term Closing 6.15 policy, hr.osu.edu/public/documents/policy/policy615.pdf

Additional Guidance

Emergency Management, dps.osu.edu/campus-status

Frequently Asked Questions, hr.osu.edu/public/documents/policy/resources/628disasterfaq.pdf

Public Safety, dps.osu.edu

Contacts

Subject	Office	Telephone	E-mail/URL
Benefits	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Counseling and employee assistance	Ohio State Employee Assistance Program, The OSU Health Plan	800-678-6265	osuhealthplan.com/OhioStateEAP OSUHealthPlanCS@osumc.edu
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	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Policy questions	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu



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History

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