



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-EMP-7 Minor Revision7

Title: Disaster Leave

Description: Absence from work due to a disaster.

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: The purpose of this policy is to provide procedures to be followed when staff members of the University of Central Oklahoma are to be absent from work due to a natural disaster.

Policy Statement: Eligible employees are allowed to take up to ten (10) working days which will be charged against accrued sick leave. The number of days granted will be determined by the circumstances of the case, but shall not exceed ten (10) working days. Disaster Leave may be utilized when immediate family members, household and other properties so deemed to be a part of a disaster require the employee's care. This policy is distinct from the Personal Leave Policy. Disaster Leave does not qualify for leave sharing.

Glossary of Terms:

Legal

Citation:

Campus

Links:

FAQs:

Formerly

known as:

Approved on: 12/01/2005

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Keyword(s): leave, disaster

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