

# USM Bylaws, Policies and Procedures of the Board of Regents

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## USM HR Policy Review Sheet

**Policy Number:** VII – 7.26

**New Policy Title:** Policy on Leave for Disaster Service for Regular Status Nonexempt and Exempt Staff Employees

Old Policy Title: USM Policy on Leave for Disaster Service

1. Policy Application:  Nonexempt Staff  Exempt Staff  Faculty  Contingent Staff  
 All  Other: \_\_\_\_\_

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: \_\_\_\_\_

Clarifications: \_\_\_\_\_

Transfer to another policy or chapter: \_\_\_\_\_

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: Adding ability for President to approve service for other bona fide service organizations \_\_\_\_\_

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\_\_\_\_\_

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DRAFT 8/26/14

**VII-7.26 - ~~USM~~ POLICY ON LEAVE FOR DISASTER SERVICE FOR REGULAR STATUS NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents on October 11, 2002; Amended 2015)

**I. PURPOSE AND APPLICABILITY**

This policy establishes the amount and use of paid leave for disaster service, and applies to all Regular and Contingent Category II Status ~~None~~Exempt and ~~None~~Exempt Staff employees of the University System of Maryland (USM). This policy is based on 1998 law, the Annotated Code of the State of MD, State Personnel and Pensions, Section 9-1102. As an Independent Personnel System, the USM is required by law to provide this leave.

**II GENERAL**

**A. Requirements for Leave with Pay** - On request, an employee may be entitled to disaster service leave with pay if:

1. the employee is certified by the American Red Cross as a disaster service volunteer; and

2. the American Red Cross requests the services of the employee during a disaster that is designated at Level II or above in the regulations and procedures of the National Office of the American Red Cross; or

2.3. At the discretion of the President and subject to any requirements established by the Institution, the President may approve disaster service leave for an employee whose services are requested by another bona fide service organization.

**B. Amount of Leave Allowed** – An employee may use up to 15 paid days of disaster service leave in any 12-month period only after obtaining approval from the employee’s appointing authority. The employer may deny the leave if the denial is based on the anticipated impact on the operational needs of the institution. Employees who are appointed to work less than 100% but at least 50% time may use disaster service leave on a pro rata basis.

**C. Employment Status for Purposes of Certain Claims** – For purposes of Worker’s Compensation and the Maryland Tort Claims Act, while an employee is using disaster service leave, the employee is deemed not to be a State employee.

**IMPLEMENTATION PROCEDURES:**

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Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its Institutional website.

~~Each Chief Executive Officer shall identify his/her designee(s) as appropriate for this policy; shall develop procedures as necessary to implement this policy; shall communicate this policy and applicable procedures to his/her institutional community; shall forward a copy of such designations and procedures to the Chancellor.~~