


STATE OF HAWAII DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT POLICIES AND PROCEDURES	POLICY NO. 501.005 ERD/PTO	NO. of PAGES 4 1 attachment
	EFF. DATE 5/01/06	REV.NO./Date
TITLE: DISASTER RELIEF LEAVE	APPROVED:  Marie C. Laderta, Director	

I. POLICY

A Department Head may grant State employees who are certified American Red Cross disaster volunteers, up to thirty calendar days paid leave of absence to perform disaster relief services for the American Red Cross.

II. RATIONALE

Natural disasters and other catastrophes can be devastating for the victims and their families, especially when casualties, serious injuries, and destruction of property have resulted. State employees who are trained American Red Cross disaster volunteers can be an invaluable resource for assistance to those victims in their time of need. By allowing such trained State employees paid leave so that they may assist the American Red Cross in providing post-disaster relief services, the State can lend humanitarian support to the victims.

III. DEFINITIONS

“Disaster” means a man-made or natural disaster that has been designated as level III or higher by the American Red Cross; or officially declared by the President of the United States; or declared a state of emergency by the Governor.

“Regular hours” means the employee’s full-time equivalence hours of work immediately preceding the first day of the disaster relief leave.

“Regular rate of pay” means the employee’s basic rate of pay plus shortage, temporary and/or compression differentials.

IV. SCOPE

This policy applies to all civil service and exempt employees in the executive branch under the jurisdiction of the Department of Human Resources Development.

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V. GENERAL PROVISIONS

- A. An employee who is a certified American Red Cross disaster volunteer may request up to thirty calendar days paid leave of absence to perform disaster relief services for the American Red Cross.
- B. Disaster relief leave may be granted to an employee provided that:
 - 1. The disaster has been designated as level III or higher by American Red Cross regulations¹;
 - 2. The disaster is officially declared by the President of the United States, or declared a state of emergency by the Governor; and
 - 3. The absence of the employee does not impose undue hardship on the operations of a department or a work unit of a department.
- C. An employee who is granted disaster relief leave under this policy and procedures shall be paid at the employee's regular rate of pay for those regular hours during which the employee is absent from work, without loss of seniority, pay, vacation, sick leave, or earned overtime accumulations.

VI. PROCEDURES

- A. REQUEST FOR DISASTER RELIEF LEAVE
 - 1. Employee submits Application to Provide Disaster Relief services (HRD Form G-1/DR) to the employee's department head through his/her supervisor.
 - a. A copy of the employee's membership ID card indicating that the employee is a registered member of the American Red Cross Disaster Services Human Resources System shall be attached to the HRD Form G-1/DR.

¹ The American Red Cross designates the level after the disaster occurs based on the size, number of people and estimated dollar damage cost to the area.

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- b. If the employee does not have a membership ID card, contact the American Red Cross, Manager of Response and Preparedness at 739-8112.
 2. Department Head reviews the Application for Disaster Relief Leave:
 - a. Recommends approval of the leave request and immediately faxes the leave request to the Governor's Office; or
 - b. Disapproves the leave request, promptly notifies the employee of the disapproval and faxes a copy of the HRD Form G-1/DR to the Department of Human Resources Development, Personnel Transactions Office²; and
 - c. Attaches comments regarding approval of employee's leave request (HRD Form G-1/DR) for the Governor's review.
 3. The Governor renders decision on leave requests submitted by department heads.
 4. Upon receiving approval from the Governor's Office, the department faxes the approved HRD Form G-1/DR to the Department of Human Resources Development, Personnel Transactions Office.

B. RECORDING THE DISASTER RELIEF LEAVE

1. A copy of HRD Form G-1/DR, *Application for Leave to Provide Disaster Relief Services* and any attachment(s) shall be filed in the employee's official personnel folder.
2. To record disaster relief paid leave on the *Attendance and Leave Record* (State DHRD Form 7), enter "DR" to indicate the type of leave granted. (The leave period cannot exceed 30 calendar days.)

² Disapproved requests do not need to be transmitted to the Governor's Office.

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VII. AUTHORITIES AND REFERENCES

§ 78-23.5, Hawai'i Revised Statutes, *Paid leave for state and county employees providing disaster relief services for the American Red Cross.*

§ 14-1-3(3) H, Hawai'i Administrative Rules, *General responsibilities of director.*

VIII. ATTACHMENTS

Attachment: *Application for Leave to Provide Disaster Relief Services, HRD Form G-1/DR.*