

SPECIAL POLICY, HURRICANE DISASTER RELIEF LEAVE

Stanford University is committed to supporting hurricane disaster relief efforts in the wake of Hurricane Katrina's devastation of New Orleans and the Gulf Coast Region. Accordingly, we are implementing a program by which staff employees may request time off to assist in formal disaster relief efforts.

Any regular staff employee who wishes to participate in the relief efforts must complete an application for special leave (available from the Human Resource Managers) and submit verification that he or she is aiding in the relief efforts through a recognized organization, such as the American Red Cross, police or fire/rescue departments, or a faith-based relief agency. Verification should be an official letter from the organization specifying the dates the employee will be volunteering in the disaster relief efforts. Requests for leave must be submitted to the employee's supervisor for approval. Approval will be subject to the current and anticipated operational needs of the department. Supervisors are encouraged to approve leave requests consistent with the department's needs. If leave is not operationally feasible at the time requested, supervisors are encouraged to work with the employee to determine a later date when leave may be taken.

Employees approved to participate in the disaster relief effort may take up to one work week of paid leave time such as vacation or personal time off (PTO). Stanford will match the employee's leave time on a one-for-one basis with up to 5 days of paid special leave to be taken at the same time for disaster relief purposes. (For example, an employee approved to volunteer for one week could use two-and-a-half days of vacation and receive two-and-a-half days of paid special leave). Employees who are approved to participate in the relief effort and who do not have leave time available may take up to one work week of unpaid time which will be matched with paid time on a one-for-one basis.

This policy is effective immediately, and will be in place until December 15, 2005. Questions about this policy should be referred to your Human Resources Manager.