



University of New Haven

Human Resources Policy

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Disaster Leave Policy	Administrative Non-Union Employees	Provide Administrative Employees with explanation of disaster leave	7/1/23	Associate Vice President Human Resources & Organizational Development	1

It is the University's policy that all eligible members of the University community be allowed reasonable time off with pay to arrange for complications associated with disasters impacting their homes and families, such as complying with an evacuation order, voluntary evacuation of the home due to a natural disaster, a fire or other event, such as flooding, hurricane damage, etc., at the employees' home rendering the home inhabitable and potentially displacing them and their family.

In these situations, eligible employees will be granted up to ten (10) days off, with pay, to be taken within 2 months of the event to manage complications associated with the events listed above.

Employees should discuss and coordinate their need for this leave with their supervisor as soon as practicable to do so. Exempt and non-exempt employees utilizing this policy should document their time in Banner accordingly.

If an employee needs additional time off, they may request available accrued and unused time off.