

2017 Natural Disaster Volunteer Leave Program

Purpose:

Various agencies of the federal government, as well as a number of nongovernmental agencies, are seeking volunteer assistance to support the massive 2017 hurricane season relief effort. In addition to emergency response personnel such as firefighters and EMTs, there is also a need for finance professionals, social workers, environmental health specialists, builders, chaplains, safety officers, information technology specialists, nurses, etc. Middlebury recognizes that some of our employees have these critically needed skills and may wish to volunteer their time and expertise to this effort. Therefore, Middlebury has established a special 2017 Natural Disaster Volunteer Leave Program to provide job leave and financial support to employees joining the relief effort. Given the magnitude of hurricanes Harvey and Irma the need for relief efforts is expected to continue for some time, so this special program will remain in effect until June 30, 2018.

Prerequisites for applying for leave:

1. Employees must volunteer through a recognized governmental or nongovernmental relief agency. Examples include but are not limited to the Red Cross, the United Way, the Federal Emergency Management Agency (FEMA), and Habitat for Humanity. Substantiation of the volunteer commitment must be provided to Human Resources.
2. The employee must be in a benefit-eligible position and have at least 1 year of service by the start of the leave and must be in good standing (i.e. no disciplinary actions during the year prior to the request for leave.)
3. If the employee is in a term appointment the end date of the position must be at least 1 year past the requested date of the return from the leave.

Application and approval for leave:

1. Written requests must be made using the attached form.
2. Requests are subject to approval by the employee's manager, the area vice president, Human Resources, and the Ways and Means Committee. Requests for leave that create an undue hardship on the department will be denied, as will those that exceed available program funding.
3. Employees will receive formal written notification of the approval or denial of leave requests. Employees whose leaves are approved are requested to sign and return one copy of the letter acknowledging receipt of the approval and understanding of the terms outlined within the letter.

Leave Pay and Benefits:

1. Middlebury will pay one-half of the employee's regular base salary for a maximum of four weeks. If the employee receives compensation from the relief agency, Middlebury will pay one-half of the difference between the employee's normal base salary and that which is paid by the relief agency. Employees may use accrued combined time-off (CTO) to supplement the special Disaster Volunteer Program pay, or take the time unpaid. Patty Saunders in Human Resources will assist with administration of approved leaves.

2. During approved Natural Disaster Volunteer Leaves, all employee benefits will be maintained with normal employee premium contributions (if any).
3. Leaves of absence beyond four weeks will be administered under the terms of the regular Personal Leave Policy (for employees of the College) and under the Safety Personnel Leave Policy (for MIIS employees.)
4. Employees completing an approved leave will be returned to their original positions, provided that the employee returns to work on the date indicated in the leave request documentation.

Questions regarding the 2017 Natural Disaster Volunteer Leave Program should be directed to Patty Saunders in the Human Resources Department (802-443-5338 or patricia@middlebury.edu).

2017 Natural Disaster Volunteer Leave Request

Employee's Name:	Date of Application:
Employee ID #:	Department:
Requested Leave Dates (Begin/End): <i>If specific dates not known, describe the duration of the leave request and the anticipated time frame</i>	Volunteer Organization & Contact Information:
Type of Volunteer Activity/Work:	Does the organization offer financial support to volunteers? Y N <i>If yes, describe:</i>

I certify that the information I have provided above is accurate and I understand that failure to provide complete and accurate information may disqualify me from receiving any funding. I have read the Natural Disaster Volunteer Program information and understand it.

Employee Signature

Date

Approvals

Y N Manager Signature/Date _____

Y N VP Signature/Date _____

Y N HR Signature/Date _____

Y N WMC Signature/Date _____

If request is not approved, explain reason for denial.:

Note any special arrangement related to leaves beyond the 4-week period supported by the College:

INSTRUCTIONS

1. Complete the 2017 Natural Disaster Volunteer Leave form and attach substantiation from the relief agency of the proposed volunteer assignment.
2. Obtain signature of manager and area vice president.
3. Submit form and substantiation to Patty Saunders in Human Resources.