

## PEOPLE'S PLACE

### Emergency Paid Leave Policy

Approved By: Board of Directors  
Review Date: 12/01/2021

#### I. PURPOSE

This policy provides guidelines that ensure that the agency administers emergency leave time consistently and in accordance with all local, state and federal regulations.

#### II. POLICY STATEMENT

It is the policy of People's Place to comply with all mandated regulations regarding emergency leave time.

#### III. APPLICATION

This policy applies to all People's Place staff.

#### IV. DEFINITIONS

- A. Emergency Paid leave - time off for which employees may be paid as determined by the Executive Director.
- B. Unpaid leave - time off for which the employee will not be paid.

#### V. STANDARDS

- A. In certain extraordinary circumstances such as natural disaster, pandemic health crisis, fire, flood or other environmental situation making it impossible for some staff to remain on site, it may be necessary for our office and/or facilities to close and some or all staff may be required to remain home. This will be clearly communicated in writing to staff from the Executive Director or their designee.
- B. Time off must be approved in advance unless advance notice is not possible, in which case notice must be given as soon as possible thereafter.
- C. The Executive Director or their designee may decide to pay staff their usual salary and continue any applicable benefits.
- D. Paid emergency leave days are not accrued, will not be paid out upon termination of employment, and will not be carried over from year to year.
- E. The use of paid emergency leave is solely the decision of the Executive Director and will be used only under the provisions that the organization cannot offer work on-site or telework.
- F. Designated paid holidays that occur during emergency leave will not be available to use at a later date nor will the employee be paid additional compensation for these days.

**VI. PROCEDURES**

**A. Emergency Paid Leave**

**Individual Responsible**

**Action**

Executive Director

1. Notifies staff of actions to be taken in an emergency.

**VIII. EXHIBITS**

A. Leave Request Form