

PERSONNEL 3.0

Attendance and Leave -- 3.3

American Red Cross Disaster Leave -- 3.3.j

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POLICY

Any state employee who is a certified disaster service volunteer of the American Red Cross may be granted administrative leave with pay, not to exceed 15 regularly scheduled work days in each calendar year, to participate in specialized disaster relief services for the American Red Cross.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

To provide for the release of Bureau of Health Services employees for disaster service with the American Red Cross.

PROCEDURE

Upon request for disaster services from the American Red Cross, an employee may request administrative leave. The employee must submit a written request from the American Red Cross giving details concerning the disaster relief services to his/her supervisor for approval. Approval from the immediate

supervisor, Bureau and Department must be obtained in advance of time away from the workplace. In order to ensure adequate central office/clinic coverage, supervisors should consider the needs of the program/clinic prior to approving disaster leave.

Disaster leave will not affect the employee's regular leave status. The employee will be considered on regular work status for liability purposes, and this service should be included as part of the employee's job plan.

Unless the Commissioner of Health grants an exception, employees of the Bureau of Health Services will be restricted to disaster services within the state.

REFERENCE DOCUMENT

1. T.C.A. 8-30-215
2. T.C.A. 8-50-810
3. Human Resources Rules 1120-6-.03, 1120-6-.09, 1120-6-.25(3)

OFFICE OF PRIMARY RESPONSIBILITY

Office of Human Resources, Bureau of Health Services, (615)741-7305