

**HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
OCTOBER 23, 2012**

**RESOLUTION NO. 2012-42**

**WHEREAS**, the Housing Authority of New Orleans (HANO) and the Board of Commissioners adopted a comprehensive Employee Personnel Manual in 2010 that included a crisis leave policy; and

**WHEREAS**, as a result of anticipated changes in the process of leave accrual and related matters, the crisis leave policy was reviewed in 2012 and it was determined that the policy needs to be updated to reflect the changes in leave policy; and

**WHEREAS**, the HANO Human Resources Department has drafted a comprehensive revision to the crisis leave policy which is attached hereto as Exhibit "A" and made a part hereof that reflects the changes being recommended to the Board of Commissioners; and

**WHEREAS**, the revised crisis leave policy would provide for the following:

- A qualifying employee may request up to 160 hours of crisis leave (the current policy allows up to 80 hours of crisis leave and employees may apply for additional leave).
- A qualified employee may apply due to his or her own serious health condition or the serious health condition of his or her spouse (or person bearing the same relationship residing in the same household as the employee), child or parent.
- An injury while working for another employer and any illness or medical treatment that is elective and/or an illness or medical treatment as a result of said elective procedure is excluded from crisis leave.
- Employees may donate up to 40 hours per year to the crisis leave pool.
- The following balances will be transferred to the pool: all accrued annual and sick leave balances as of October 1, 2012; an employee's leave in excess of 320 hours upon termination of employment; an employee's accrued leave in excess of 480 hours as of December 31st of each year.
- In the case of a husband and wife (or person bearing the same relationship residing in the same household) who are both employed by HANO, they are limited to a combined total of 160 hours of crisis leave unless it is for the employee's own serious health condition.
- Crisis leave requests in excess of two weeks must be approved by the Executive Director.

- In the event an employee's spouse (or person bearing the same relationship residing in the same household as the employee) is called to active duty in the Armed Forces and the employee's circumstances justify the need for crisis leave, HANO will provide the employee with two weeks of leave.
- If an employee is called to military service in the Armed Services, he or she will receive one month of compensation for domestic service and three months of compensation for war zone service. This leave or compensation is available without exhausting his or her PTO balance.

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of New Orleans hereby approves the revisions to the crisis leave policy contained in the Employee Personnel Manual and as reflected on Exhibit "A".

Executed this 23<sup>rd</sup> day of October, 2012

APPROVAL:

A handwritten signature in black ink, appearing to read 'David Gilmore', is written over a horizontal line. The signature is fluid and cursive, extending to the right beyond the line.

DAVID GILMORE  
ADMINISTRATIVE RECEIVER  
CHAIRMAN, BOARD OF COMMISSIONERS



**October 23, 2012**

**MEMORANDUM**

**To: David Gilmore,  
Administrative Receiver  
Chairman, Board of Commissioners**

**From: Rebecca Noack  
Manager, Human Resources**

**Re: Crisis Leave Policy in Employee Personnel Manual**

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In 2010, a Crisis Leave policy was approved by the Board of Commissioners. However, upon review in 2012, it was determined that the policy needed to be updated and clarifying language added. As such, the following are proposed changes to the policy:

- A qualifying employee may request up to 160 hours of crisis leave (the current policy allows up to 80 hours of crisis leave and employees may apply for additional leave).
- A qualified employee may apply due to his or her own serious health condition or the serious health condition of his or her spouse (or person bearing the same relationship residing in the same household as the employee), child or parent.
- An injury while working for another employer and any illness or medical treatment that is elective and/or an illness or medical treatment as a result of said elective procedure is excluded from crisis leave.
- Employees may donate up to 40 hours per year to the crisis leave pool.
- The following balances will be transferred to the pool: all accrued annual and sick leave balances as of October 1, 2012; an employee's leave in excess of 320 hours upon termination of employment; an employee's accrued leave in excess of 480 hours as of December 31st of each year.
- In the case of a husband and wife (or person bearing the same relationship residing in the same household) who are both employed by HANO, they are limited to a combined total of 160 hours of crisis leave unless it is for the employee's own serious health condition.

- Crisis leave requests in excess of two weeks must be approved by the Executive Director.
- In the event an employee's spouse (or person bearing the same relationship residing in the same household as the employee) is called to active duty in the Armed Forces and the employee's circumstances justify the need for crisis leave, HANO will provide the employee with two weeks of leave.
- If an employee is called to military service in the Armed Services, he or she will receive one month of compensation for domestic service and three months of compensation for war zone service. This leave or compensation is available without exhausting his or her PTO balance.

Board of Commissioner's approval is requested authorizing the Crisis Leave policy to be amended accordingly.

## C1.6 CRISIS LEAVE

The Housing Authority of New Orleans (HANO) maintains a Crisis Leave pool that eligible employees may use to lessen the hardship of being unable to work for a short time period. Under this plan, full-time regular employees who have completed at least twelve months of continuous service may be eligible for Crisis Leave benefits for a period of absence that extends beyond exhausting all PTO leave. Employees may apply for up to 160 hours of Crisis Leave per a rolling forward twelve month period. Crisis Leave is only available to employees after all paid time off benefits have been exhausted.

Leaves of absence under the Crisis Leave Plan and the Family and Medical Leave Act, if applicable, will run concurrently.

Employees may be eligible for Crisis Leave for the following reasons:

- the need to care for a spouse(or person bearing the same relationship residing in the same household as the employee), child or parent who has a serious health condition; or
- an employee's own serious health condition which prevents him/her from performing job duties.

Employees may request Crisis Leave for their biological children, adopted children, foster children, stepchildren, legal wards, or children for whom employees have day-to-day and financial responsibility. Children must be under age 18, or over 18 and incapable of self-care because of a physical or mental disability. A parent is defined as a biological parent or an individual who had the day-to-day responsibilities to care for the employee and financial responsibility when the employee was a child. A serious health condition is generally defined per the Family and Medical Leave Act.

No benefits are payable under this program if your illness or injury is connected to work you do for another employer. No benefits are payable under this program if your illness or medical treatment is elective and/or your illness or medical treatment is a result of said elective procedure.

In the case that a husband and wife (or person bearing the same relationship residing in the same household) are both employed by HANO, they are limited to a combined total of 160 hours of Crisis Leave unless it is the employee's own serious health condition.

Crisis Leave can be taken all at once or, under certain circumstances, on an intermittent or reduced leave schedule.

While on Crisis Leave, holidays will be paid. Employees will not accrue Paid Time Off while on Crisis Leave. All group benefits will continue during the leave provided you continue regular employee contributions to these plans.

Eligible employees are entitled upon return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g. if the employee's position is no longer available due to a job elimination).

To qualify for benefits you must provide Human Resources with documentation completed by the patient's healthcare provider verifying the disability and dates of incapacitation. In addition, in the case of your own serious health condition, HANO reserves the right to require that a HANO designated healthcare provider examine you at any time at its discretion for continued eligibility under this program. To be eligible for continued benefits under this program, you must provide re-certifications completed by the patient's or HANO's healthcare provider every two (2) weeks, or more frequently if requested, attesting to the situation that is causing your inability to work. In the case of your own serious health condition, upon return to work, you must present to Human Resources documentation from your treating physician stating that you are capable of performing your job duties, with or without reasonable accommodation. If the employee returns to work with job restrictions, the documentation must clearly state the restrictions and applicable time lines. An employee with job restrictions must continue to provide appropriate documentation. HANO will consider making reasonable accommodation for light duty and/or a disability in accordance with applicable laws.

To apply for Crisis Leave, please contact Human Resources. Human Resources may approve Crisis Leave requests for up to two (2) weeks. Any Crisis Leave requests greater than two (2) weeks must be approved by the Executive Director.

The Crisis Leave pool shall be established initially by transferring sick and vacation leave balances from employees' accounts to the Crisis Leave pool on October 1, 2012. All Paid Time Off hours over 320 of employees who terminate employment with HANO shall also be transferred to the pool. Additionally, on January 1<sup>st</sup> of each year, all Paid Time Off hours over 480 accrued by employees shall be transferred to the Crisis Leave pool. Employees may also donate up to 40 hours of PTO per calendar year to the Crisis Leave Account. In order to donate time, employees must have at least 80 hours of accrued leave. Approved leave that is unused will be transferred back to the pool.

Denying Crisis Leave is not grievable.

The receipt of benefits under this program is not to be construed as a guarantee of employment for any specific duration. Granting Crisis Leave is dependent upon the above eligibility requirements and if there is leave in the Crisis Leave pool.

#### **C1.6a MILITARY CRISIS LEAVE**

In the event an employee's spouse or person bearing the same relationship residing in the same household as the employee is called to active duty in the Armed Forces and the employee's circumstances justify the need for leave, HANO will provide the employee with two (2) weeks of paid leave. This leave is available without the employee exhausting his or her PTO accrual balance. If an employee is called to military service in the Armed Services, he or she will receive one (1) month of compensation for domestic service and three (3) months of pay for warzone service. This compensation will be paid in the next payroll cycle after the employee has begun military service. In such cases, documentation such as military papers shall be required.

For additional information or to apply for Military Crisis Leave, please contact Human Resources.