

OLD DOMINION UNIVERSITY

University Policy Template

Policy #6303
EMERGENCY DISASTER LEAVE

Responsible Oversight Executive: Vice President for Human Resources, Diversity,
Equity, and Inclusion

Date of Current Revision or Creation: June 6, 2023

A. PURPOSE

Major Disaster An official status declared by the President of the United States ~~when~~ ^{who} deems that Federal assistance is needed under the [Strafford Act \(P. 2883 as amended\)](#) to supplement State, local, and other resources to deal with the effects of a variety of natural or ~~made~~ catastrophic events.

Man-Made Disaster An event caused by the action of one or more persons that imperils life and property and produces danger or the imminent threat of danger through exposure to biological, chemical, or radiological hazards, as defined in [Va. Code §6.16](#). Examples include large spills resulting from transportation or industrial accidents and effects of terrorist acts. Some ~~made~~ disasters may also be called technological disasters.

Natural Disaster An

Qualifying Events

1. The affected area(s) is covered by an official declaration of major disaster by the President of the United States, or a declaration of a State of Emergency by the Governor of Virginia or the governor of another state.
2. Public officials at the site of the disaster have requested the assistance of individuals with specialized skills or training and the employee possesses the required specialized skills or training requested by the authorities.
3. Employees present written requests to provide emergency services and obtain approval prior to using leave under this policy.
4. Employees asked by emergency/relief service authorities to extend their service beyond 80 hours for the same event may request approval from their agencies to use appropriate accrued leave or leave without pay. Approval is at the discretion of the supervisor.
5. Employee who has sustained severe or catastrophic damage to or loss of their primary

J. RELATED INFORMATION

[DHRM Policy #4.50 Military Leave](#)

[University Policy 6304 Bone Marrow and Organ Donation Leave](#)

[University Policy 6302 Civil and Administrative Leave for Administrative and Professional Faculty, Classified Staff, and Wage Employees](#)

[University Policy 6304 Military Leave](#)

[University Policy 6305 School Assistance and Volunteer Service Leave](#)

[University Policy 6306 Immediate Recognition](#)

