



**Effective:** April 1, 2019  
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**Responsible University Administrators:**  
President

**Responsible University Office:**  
Human Resources

**Contact:**  
Associate VP for Human Resources  
humanresources@nebraska.edu

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## Special Civil Leave for Voluntary Flood Recovery Efforts

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The University of Nebraska will approve up to 40 hours of special Civil Leave to employees who volunteer to assist in the 2019 flood recovery efforts or who are directly affect. This special Civil Leave is available to all leave-eligible employees. This one-time leave allowance will be available until further notice from the University of Nebraska Office of the President.

### Request/Approval

- All leave requests **must** be reviewed and approved by the requester's supervisor before it can be taken. Leave shall be granted at the discretion of the supervisor and not interfere with the conduct of University business.
- All employees who use special Civil Leave for the purpose of volunteering **must** coordinate their volunteer efforts through their campus flood recovery contact individual.
- Civil Leave may be granted to employees directly impacted by the 2019 floods who need to attend to personal matters. The University may require appropriate documentation reflecting direct impact from the 2019 flood.
- Academic year faculty who have been directly affected or wish to volunteer in the 2019 flood recovery efforts should complete a civil leave form (see addendum), have their immediate supervisor review and approve the form, and send a copy to the campus Human Resource Department.
- Non-leave eligible employees who have been directly affected by the 2019 floods or who wish to volunteer should talk to their supervisor about possible alternative scheduling.

### Payroll Processing

- Employees will be granted up to 40 hours during one 12-month period.
- Special Civil Leave will only be approved in full day increments computed by FTE (full-time equivalency).
- Employees using ESS Leave (Firefly) should request Civil Leave and select the flood recovery option. Employees not using ESS Leave should contact their department Payroll Coordinator for assistance.

- Civil Leave will be paid at regular base wage/salary according to the normal work schedule. Civil Leave hours do not count towards hours worked for hourly paid employees, and are exempt from overtime and/or shift differential pay. Civil Leave is not meant to be paid in addition to regular hours worked. For example, an employee may not work a full work week and request additional Civil Leave pay during non-work hours.
- Employees will not be compensated for unused special Civil Leave hours.

#### Liability/Expenses

- Employees volunteering for flood recovery do so on their own time and at their own risk. The University of Nebraska will not be responsible for any illness, injury, damage, or loss resulting from employees' volunteer efforts, and employees shall not be eligible for worker's compensation.
- Employees will not be paid or reimbursed for any expenses (i.e. travel, food, immunizations, etc.) while on special Civil Leave.

#### Forms

Civil Leave Request Form (see addendum)

#### History

March 29, 2019      Approved by the President

# Civil Leave Request Form

Employee Name: \_\_\_\_\_

Personnel Number: \_\_\_\_\_

Department: \_\_\_\_\_

I am requesting \_\_\_\_\_ days (maximum of 5 consecutive work days) of Civil Leave to begin on \_\_\_\_\_.

I am requesting Civil Leave for the following reason(s).

Clean up my own flooding.

Volunteer to assist in flooding clean-up for family/others.

Please provide a brief summary of your reason for this request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Forward a copy of this form to the Human Resources office

Note:

*Please complete this form if you do not enter time via ESS\_Time in Firefly.*