

## SPECIAL DISASTER LEAVE

The City recognizes that, on some occasions, natural and man-made disasters can occur that are of such huge proportion that they require extraordinary relief efforts, in which the labor and experience of willing volunteers from across the country are required.

In recognition of the fact that a great human need for services can be created by such disasters, and that responding to those needs can create major hardships for those who would like to respond to that need, as volunteer service providers, the City has established a special form of paid leave, for which employees may apply whenever the City Manager has declared that a special disaster situation exists. This leave can be granted by management, on a case-by-case basis and at the sole discretion of the City Manager or designee, to employees who wish to be absent from work for a specified period of time in order to carry out relief activities as a volunteer for a recognized relief agency. Because the activity for which the employee is volunteering is unrelated to the employee's work and the needs and operations of the City, the granting of any such leave will be subject to the needs of the employee's department, which take precedence.

Special Disaster Leave will be approved for absences of up to a maximum of two weeks. Any expenses associated with the volunteer activity are the responsibility of the employee. The city will pay the employee their regular salary during the volunteer period; however, the city will not pay overtime or any other type of premium pay during the volunteer period.

The employee is not representing the City in this volunteer activity and the City does not assume any liability for the risks associated with the activity. The City is not responsible for any injury or hardship experienced by the employee as a result of such activity.