

DISASTER SERVICE LEAVE

SOURCE: OHIO REVISED CODE 124.132

CONTACT: OFFICE OF EMPLOYEE SERVICES

Disaster Service Leave Policy:

1. Ohio EPA employees who are certified disaster service volunteers of the American Red Cross may take 30 days of paid leave each year for participation in the specialized disaster relief services offered by the American Red Cross.
2. The American Red Cross must request the services of that employee, and the employee must seek agency approval prior to taking the leave. The appointing authority has the discretion to deny such leave based upon the operational needs of the agency.
3. Employees requesting paid Disaster Service Leave must use the standard [Request for Leave form \(ADM 4258\)](#). Employees must mark the box for “other” and specifically indicate “Disaster Service Leave” on the form. Employees must use the TAS “Disaster Service Leave” code on their timecard.
4. The employee will be compensated at their regular rate of pay for those regular work hours during which the employee is absent from his work.
5. Once the employee has exhausted the 30 days, the employee may use their available vacation, personal or compensatory time balances, subject to approval. After exhaustion of all balances the employee will be placed on a leave of absence without pay, subject to approval.
6. State vehicles may not be used for this purpose.

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