

# Personnel Policy Bulletin

## City of Lincoln

Number: 2024-4

Date: June, 2024

Reference:	Title:
This policy supersedes City of Lincoln Personnel Policy Bulletin 2003-1	Natural Disaster Leave Plan Policy

### NATURAL DISASTER LEAVE PLAN POLICY

#### **Introduction:**

This policy bulletin aims to provide opportunities for employees of the City of Lincoln to donate accrued vacation and personal convenience holidays to employees who have personally suffered a property loss as a result of a natural disaster, and to outline how donated hours may help eligible employees rebuild and recover.

#### **I. POLICY**

In the event the Governor of the State of Nebraska declares a state of emergency as the result of a natural disaster, it shall be the policy of the City of Lincoln to provide approved employees with an opportunity to donate accrued vacation leave and personal convenience holidays to the City's Natural Disaster Leave plan. The City of Lincoln shall also provide approved affected employees the use of donated time.

#### **II. PROCEDURE**

##### **A. Employees Covered**

1. All classified and unclassified employees who earn leave and have successfully completed probation, are eligible to participate in the City of Lincoln's Natural Disaster Leave Donation plan.

##### **B. User Eligibility**

In order to utilize leave donated pursuant to this policy, an employee must meet the following conditions:

1. The employee must have personally suffered a significant loss of property, as the result of a natural disaster, including but not limited to, the physical destruction of or a significant damage to the employee's personal residence.
2. The employee must provide verification of the significant property loss or damage to the City.
3. The employee must not have offered anything of value to another employee in exchange for the leave donation.
4. Eligible employees may be granted up to a maximum of 80 Natural Disaster Leave plan hours within a twelve-month period, subject to received donations. This period begins with the first use of donated leave.

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5. The employee must complete the Natural Disaster Donation Request Form and submit the form to their agency head and Human Resources for certification of eligibility.
6. In no event shall the employee be allowed to utilize time donated pursuant to this policy as an addition to non-disaster related leave. Use of donated time is subject to the same restrictions as use of regular leave time and is subject to approval by the agency head.
7. An employee who is receiving natural disaster leave will be considered in payment status and be eligible to accrue vacation and sick leave.
8. Human Resources reserves the right to allocate and/or deny requests based on donations and will make every effort to be equitable with these distributions.

### C. Donation Eligibility

The donating employee must have an accrued vacation leave balance of at least forty hours after making a leave donation.

1. The donating employee may donate Personal Convenience Holidays in eight-hour increments, and vacation leave may be donated in four-hour or eight-hour increments.
2. The donating employee must complete the Natural Disaster Donation Form and submit it to Human Resources.

### D. Effective Date

This policy shall be effective on and after May 24, 2004, subject to written cancellation or amendment by the Mayor.



Barb McIntyre  
Human Resources Director

5/21/2024  
Date



Leirion Gaylor Baird  
Mayor

May 30, 2024  
Date