



Helene Disaster Leave Policy

Presented by

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Purpose of Helene Disaster Leave Policy

- Many employees were impacted by Hurricane Helene, and, in some situations, employees who have been adversely affected may require additional leave in excess of their available leave balances.
- This policy establishes a Helene Disaster Leave Program to support employees who have exhausted their applicable leave balances and need additional leave due to the impacts of Hurricane Helene.



Key Points of Policy

- Eligible employees may be granted up to 40 hours of paid leave, which must be used for Helene recovery-related purposes
- Leave may be used through June 30, 2025, and can be retroactively used by employees who used leave without pay starting October 21, 2024
- After exhausting Helene Disaster Leave and other applicable leave, employees may use their accrued sick leave for absences due to Hurricane Helene recovery-related needs. This exception to the Leave Policy will expire on June 30, 2025



Key Points of Policy

- All requests and personal information related to the Helene Disaster Leave Program will be managed by Human Resources and treated as confidential personnel information.
- If a recipient separates from employment with the County, any remaining Helene Disaster Leave will be forfeited.
- The Helene Disaster Leave program will end on June 30, 2025, unless extended by BOC.



Eligibility Requirements:

- Recipients must be employed in a position eligible to accrue Annual Leave
- Recipients must have exhausted their applicable accrued leave balances and need additional leave due to the impacts of Hurricane Helene
- Recipients must complete a request form and provide appropriate documentation



Recommendation

- Request the Commission approve the Helene Disaster Leave Policy

