

Hawkeye Area Community Action Program, Inc.	Policy # 311
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	Effective: March 26, 2020
Paid Leave During a Declared Emergency/Disaster	Revised: May 25, 2023
APPROVED BY: HACAP Board of Directors	

Policy Statement

In the event of a national, state, or local emergency, the Chief Executive Officer will have the authority and flexibility to activate emergency paid leave for employees of the agency. Emergency leave can be available for employees who are unable to work at their assigned location or an alternate location or have an extreme hardship to conduct work while an emergency declaration is in order. HACAP will provide leave benefits as required by federal law during a designated event.

Standard Operating Procedure

The CEO may authorize up to 40 hours of emergency paid leave for an employee who has been impacted by a declared disaster or emergency. The balance of this paid leave will be not be carried over by the employee if the disaster or emergency has a duration of less than the leave granted.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.