

## EXCEPTIONAL POLICY IN RESPONSE TO THE GREATER BATON ROUGE FLOOD EVENTS OF AUGUST 2016

Approved for issuance this day August 16, 2016

The District Attorney has authorized the creation of a shared crisis annual leave pool, effective today, for full-time District Attorney employees who have lost their homes and do not have leave sufficient leave to cover their anticipated absence.

1. Only full-time employees may be donors and recipients of crisis pool leave time.
2. This pool will only exist during calendar year 2016.
3. The pool will accept both compensatory leave time and vacation leave time from full-time donor employees of the District Attorney. Leave time from the pool will be issued to recipient employees of the District Attorney in the same leave category as donated.
4. No employee can donate more than 80 hours to this pool, the minimum donation accepted will be 8 hours.
5. No employee can receive more than 240 hours of total leave (vacation and compensatory) time from the pool.
6. A receiving employee will not accrue sick, vacation, or compensatory leave time while using leave time received from the crisis leave pool. All other benefits associated with full-time employment will continue during the use of crisis pool leave time.
7. Only persons whose homes have been flooded are eligible to receive leave time from the pool.
8. The pool will be administered by the Financial Director, Linda Pitcher, under the direction of the First Assistant, Tracey Barbera, in her sole discretion. Any employee may challenge the decisions of the First Assistant by requesting a review of a decision by the District Attorney, Hillar C. Moore, III, whose decision will be final.
9. The Financial Director will maintain a leave file related to all transactions involving the crisis leave pool.
10. The pool will be operated on an hour-for-hour basis, not a pay-rate basis.
11. All decisions to donate or receive leave will be strictly voluntary. No employee shall be coerced or pressured to donate to or receive leave from the pool.
12. All donation and receiving requests shall be directed by office email from the employee to the Financial Director, Linda Pitcher, or by documented phone call from the employee to the Financial Director in the event the employee does not have access to office email. Email is preferred.
13. Donated leave time cannot be restored to the donor. Unused leave time will be restored to the pool for use by other recipients. Any residual leave time existing in the pool at the end of calendar year 2016 will not be carried into calendar year 2017. The pool will be closed with all leave time forfeited and any remaining hours reduced to 0.
14. No employee shall be informed who the donors are, who the recipients are, or any other details associated with this crisis leave pool program not related to an individual's own leave status. No leave donated can be designated for any individual employee. All information concerning the crisis leave pool will be confidential.
15. The existence of this exceptional policy does not confer Civil Service status nor change the designation of District Attorney employees as at-will-employees of the District Attorney.
16. The District Attorney reserves the right to modify, suspend, terminate, and otherwise change any terms of this policy at any time. Such changes will be communicated to all employees in a manner similar to this communication.

References: [http://www.crt.state.la.us/Assets/OMF/hr/policies/PPM\\_29-Crisis\\_Leave\\_Pool\\_Policy.pdf](http://www.crt.state.la.us/Assets/OMF/hr/policies/PPM_29-Crisis_Leave_Pool_Policy.pdf)  
and LCSR 11.34.