

P.O. 210 Crisis Leave Policy

Effective From:	7-15-2012	Effective To:	Current
-----------------	-----------	---------------	---------

J. P.O. 210 - Crisis Leave Policy

1. PURPOSE

- i) The Crisis Leave Program is established and approved by the Louisiana State Police Commission in accordance with [LRS 42:441-447](#)
- ii) The Crisis Leave Program is a means of providing paid leave to an eligible trooper who has experienced a catastrophic illness or serious injury to himself or eligible family member. The intent of the program is to assist any trooper who, through no fault of his own, has insufficient paid leave to cover the crisis leave period.

2. DEFINITIONS

i) Eligible Personnel:

- a) All classified and unclassified officers who have successfully completed the Louisiana State Police Training Academy
- b) Cadets attending the Training Academy.

ii) Eligible Family Member:

- a) An individual living in the same household who is related to the trooper by kinship, adoption or marriage, or a foster child so certified by the Louisiana Office of Children's Services; or
- b) An individual not living in the same household who is related to the trooper by kinship, adoption or marriage, and is totally dependent upon the trooper for personal care or services on a continuing basis.

iii) Licensed Medical Service Provider (LMSP) - A practitioner, as defined in the Louisiana State Licensing Law (relative to that LMSP's field of service), who is practicing within the scope of his license. This is to include licensed Physicians (a doctor of medicine) or MD, Doctor of Osteopathy or DO, or licensed Chiropractors, Counselors, or Therapists, as recognized and licensed by appropriate State boards or authorities.

iv) Catastrophic Injury or Illness:

- a) An acute or prolonged illness, usually considered to be life threatening or with the threat of serious residual disability. Treatment may be radical and is frequently costly. Condition or combination of conditions must:
 - 1) Affect the physical or mental health of the trooper or trooper's eligible family member; and
 - 2) Require the services of a licensed medical service provider for a prolonged period of time; and
 - 3) Prevent the trooper from performing his duties for a period of more than ten (10) consecutive days and force the trooper to exhaust all appropriate leave in accordance with [Chapter 11 of the Louisiana State Police Commission Rules](#), and to lose compensation from the State.

v) Leave Pool Manager - The Human Resources Director of Public Safety Services or his designee.

vi) Crisis Leave Committee:

- a) A committee comprised of the Superintendent of State Police or his designee, four (4) troopers, two (2) of whom are members of the Louisiana State Troopers Association and two (2) of whom are members of the Central State Troopers Coalition, a representative from the Office of Legal Affairs, and the Leave Pool Manager or his designee. The committee serves to administer the Crisis Leave

Program. When not otherwise specified in written policy, the committee may recommend operational guidelines and procedures for the Crisis Leave Program.

3. ELIGIBILITY REQUIREMENTS

- i) An eligible trooper may apply to receive crisis leave if the following requirements are met:
 - a) The trooper or trooper's eligible family member suffers from a catastrophic illness or serious injury.
 - b) The trooper has exhausted all appropriate leave.
 - c) The trooper has exhibited regular attendance (with no history of leave abuse) and is not currently absent from work due to disciplinary reasons.
 - d) The appropriate documentation from an LMSP is provided to the Leave Pool Manager.
- ii) A trooper is not required to contribute to the Crisis Leave Pool to be eligible to receive crisis leave.
- iii) The Crisis Leave Committee determines the amount of crisis leave granted for each catastrophic illness or serious injury. The amount of leave granted to a trooper will generally reflect the recommendations of the LMSP, subject to the following limits:
 - a) A maximum of 540 hours may be granted to a trooper within a 12 month period.
 - b) Crisis leave may be granted to an individual to extend paid leave status beyond a total time in leave status of 12 weeks.
 - c) The value of the compensatory, annual or sick leave granted as crisis leave may not exceed 75% of the trooper's pay received in a regular workweek.

4. DONATION PROCEDURES

- i) Contributions to the Crisis Leave Pool are strictly voluntary. No trooper shall be coerced or pressured to donate leave. A trooper donating to the pool may not designate a particular trooper to receive donated time. Donations are accumulated in the pool and awarded on a first-come, first-served basis to eligible troopers. Donations are limited to the following terms:
 - a) A trooper may donate a minimum of four (4) hours of compensatory, annual or sick leave at any given time; these donations must be made in whole hour increments.
 - b) The donor must have a balance of at least 120 hours of compensatory, annual or sick leave remaining after the contribution.
 - c) Donations are limited to 240 hours of compensatory, annual or sick leave per trooper per calendar year.
 - d) Donations will be deducted from the donor's leave balance and credited to the Crisis Leave Pool the first pay period following receipt of the approved leave slip.
 - e) Unused crisis leave is rolled forward to the next year.
 - f) Donations are not automatic. If a trooper chooses to make a donation in consecutive years, a donation leave slip must be resubmitted.
- ii) The trooper must complete a leave slip and designate the leave as a "Donation to the Crisis Leave Pool." This form should be turned in to the immediate supervisor for approval, who then forwards the slip to the Leave Pool Manager.

5. REQUEST PROCEDURES

- i) A trooper may request leave from the Crisis Leave Pool by the submission of a Crisis Leave Request form which must be accompanied by the trooper's LMSP statement. The documentation must include:
 - a) The beginning date of the catastrophic illness or serious injury.
 - b) A detailed description of the catastrophic illness or serious injury, including any requested information useful in making a final determination of eligibility.
 - c) A prognosis for recovery, if the request is for a trooper.
 - d) An anticipated return to work date – Documentation as requested by the Leave Pool Manager to establish eligibility of a family member.
- ii) The request and accompanying documentation must be submitted to the Leave Pool

Manager. The Leave Pool Manager shall review the request to verify that the trooper is eligible to receive crisis leave. The trooper requesting crisis leave must provide all requested information necessary to make a final determination of eligibility.

- iii) All requests for crisis leave must be treated as confidential. All requests and documentation for crisis leave should be submitted in envelopes marked "confidential." Requests proceed directly to the Leave Pool Manager for approval or disapproval by the committee.
 - iv) Each request will be stamped with the time and day upon receipt by the Leave Pool Manager, and handled on a first-come, first-served basis. The request is to be submitted at least fourteen (14) days before the crisis leave is needed. This is necessary to allow the Leave Pool Manager and Crisis Leave Committee to receive/approve all or part of the request, or deny the request, and communicate such approval or denial to the trooper and the appropriate Deputy Superintendent.
 - v) If the request is approved, the Leave Pool Manager will credit the approved time to the trooper's leave record, up to the allowable limit.
 - vi) Any approved crisis leave is used and documented in accordance with the same procedures as regular paid leave taken by the trooper.
6. **CHANGES IN STATUS AFFECTING CRISIS LEAVE**
- i) The granting of crisis leave is meant to cover only the circumstances for which it was requested. If any change occurs in the nature or severity of an illness or injury, or of any other factor on which the approval was based, the trooper must provide documentation describing the change to the Leave Pool Manager.
 - ii) The trooper can request more crisis leave subject to the limits outlined above; however, extensions of crisis leave are not automatic. Each extension must be approved on a first-come, first-served basis by the committee. The Leave Pool Manager will notify the trooper and the appropriate Deputy Superintendent.
 - iii) Hours granted from the Crisis Leave Pool may be used only for reasons stipulated in the approved request. The use of Crisis Leave that is not in accordance with procedures and requirements outlined in this policy may constitute payroll fraud and will be dealt with accordingly.
 - iv) A trooper who is able to return to work before using all of his granted crisis leave must return the unused leave to the Crisis Leave Pool.
7. **COMPENSATION AND BENEFITS**
- i) Crisis leave will be awarded hour-for-hour, regardless of the giving or receiving trooper's rate of pay.
 - ii) A trooper in crisis leave status will be considered in partial paid leave status and will continue to receive benefits as appropriate.
 - iii) Troopers on crisis leave will not accrue leave on donated leave.
8. **APPEALS**
- i) The decision to approve or deny crisis leave by the Crisis Leave Committee is final and not subject to appeal.