

## **Disaster Leave**

Disaster leave provides employees with job protection and, when applicable, continued pay and benefits over a designated period of time in concert with a “declaration of emergency” by the CEO or his designee. Disaster leave can only be granted during such a declaration of emergency, may or may not extend throughout the entire period of emergency, applies to any category of Haven employee, and may only be provided at the direction of the CEO or his designee. The length of disaster leave may not be the same for all Haven employees, therefore, depending on job responsibilities, the CEO has the authority and discretion to require certain employees to report to work.

In the event of a disaster, existing Haven policy may be superseded, suspended or changed at the discretion of authorized policy issuers (e.g., vacation, sick, personal leaves).

The nature of the disaster, extent of damage, regions affected, duration of crisis, Haven properties impacted, financial impact to the schools, business continuity requirements, and funding requirements will all be considered when deciding whether to grant disaster leave, who will be eligible, the amount of pay provided under the leave, and the duration of leave provided.