

## UNC Hurricane Matthew Special Leave Request Form

On October 19, 2016, the Office of State Human Resources authorized state agencies and universities to grant up to 80 hours of paid “Other Management Approved Leave” (OMAL) to assist employees in handling the loss of, or substantial damage to, their principal place of residence as a direct result of Hurricane Matthew and its aftermath since October 8, 2016. The leave may be used to cover events prior to October 19 or for upcoming leave days to attend to repairs and related issues. Request forms should be submitted and leave applied prior to December 31, 2016. *(See page 2 for additional guidance.)*

**Instruction to Employees:**

1. Complete this form.
2. Attach any reasonable forms of supporting information, such as correspondence with insurance companies or FEMA, police/fire incident reports, etc. that may show substantial damage to the primary residence.
3. Submit to your supervisor for approval.

<b>Employee Name:</b>			
<b>Residential Street Address:</b>			
<b>City, State, Zip:</b>			
<b>Employee’s Department:</b>			
<b>Name of UNC Institution:</b>			
<b>Employee Email:</b>		<b>Phone:</b>	
<b>List the Requested Work Dates and Total Hours of Leave:</b>			
<b>Employee’s Signature:</b>		<b>Date:</b>	
<b>Supervisor’s Review &amp; Signature:</b>			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Approved with Modifications ( <i>explain</i> ):			
<input type="checkbox"/> Not Approved ( <i>explain</i> ):			
<b>Supervisor’s Signature:</b>		<b>Date:</b>	

**Instruction to Supervisor:** Send completed forms to:

**NCSU-HR Benefits, Campus Box 7215, Raleigh, NC 27695-7215 or fax to 919-513-2528  
or email/scan to [hrsbenefits@ncsu.edu](mailto:hrsbenefits@ncsu.edu)**

**Q: If an employee lost power to their house, can Other Management Approved Leave (OMAL) be granted?**

A: The intent of this provision is to grant OMAL leave only to employees with substantial damage to their principal place of residence. The loss of power is not considered substantial damage.

**Q: What if an employee has already recorded vacation leave to address substantial damage to their residence?**

A: A time record correction can be made to remove the vacation leave and replace with the OMAL.

**Q: What proof of an employee's claim of substantial damage is required?**

A: Employees should provide their management reasonable forms of supporting information such as correspondence with their insurance companies or FEMA, police/fire incident reports that may show substantial damage to the primary residence.

**Q: How much OMAL is available?**

A: A maximum of 80 hours is authorized for Hurricane Matthew-related recovery efforts.

**Q: Does the 80 hours of OMAL need to start on October 8, 2016?**

A: No, not necessarily. Everyone's situation may be different. Leave may start on the date appropriate for the employee's circumstances.

**Q: If an employee needs more than 80 hours to deal with their hurricane recovery efforts, can regular vacation leave be granted in conjunction with the OMAL?**

A: Yes, if the employee needs, for example, a total of three weeks off to take care of their principal place of residence affected by the storm, 80 hours can be applied to OMAL and another 40 hours to regular approved vacation leave.

**Q: If an employee who has been substantially affected by the storm and has coded adverse weather make-up time, can OMAL be used instead?**

A: Yes, OMAL may be granted in lieu of adverse weather make-up time as long as the employee sustained loss and/or substantial damage to the employee's principal place of residence.

**Q: If an employee has received Condition 3 Adverse Weather paid leave, does OMAL replace it?**

A: No, the employee can use Condition 3 paid leave before using OMAL.

If you have additional questions, please contact the HR Benefits/Leave  
Administration Team at 919-515-2151 and press 2