# MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Scott R. Douglass, Vice Chancellor, Finance and Administration

SUBJECT: Hurricane Matthew Leave Requests

DATE: October 24, 2016

Hurricane Matthew brought tremendous devastation and heartache to our state. Many North Carolinians have been impacted by the storm and flood waters. We know that some of our staff and faculty experienced impacts from this storm. Many offices and research areas were also impacted.

On October 19, 2016, the Office of State Human Resources authorized the UNC System to grant up to 80 hours of “Other Management Approved Leave” to assist state employees in handling the loss or substantial damage to their principle place of residence as a direct result of Hurricane Matthew and its impact since October 8, 2016.

These 80 hours of paid leave can be used by state employees to cover time off in handling any loss or substantial damage to their principal place of residence. This includes time during the storm or time needed after the storm to attend to repairs and related issues. The attached form should be used to request this leave. **The deadline to submit the form to the HR Benefits Office is December 31, 2016.**

The request form should be completed by the impacted employee and turned in along with documentation to the employee’s supervisor. The supervisor may review the request and approve it, modify it or decline it based on the documentation provided. Please note that situations such as power outages are not considered substantial damage.

The supervisor should remit the form and documentation to the HR Benefits Team at NC State University. Based on the supervisor’s review, leave balances will be adjusted in the web leave system for the impacted employee.

Questions may be directed to the HR Benefits/Leave Administration Team by calling 919-515-2151 (press 2) or email to hrsbenefits@ncsu.edu.

Attachments: UNC Hurricane Matthew Special Leave Request Form

cc: Marie Williams, Associate Vice Chancellor, Human Resources

 HR Business Leads