

Crisis Leave Frequently Asked Questions

Crisis Leave

1. What is Crisis Leave?

- The Crisis Leave Program lets employees donate their unused leave to help coworkers who are going through something serious—like a major illness, injury, or the birth/adoption of a child—and don't have enough paid time off.

2. Who can receive Crisis Leave?

- You may qualify if:
 - You've worked at LSUHSC New Orleans for at least 30 days
 - You've exhausted your own paid leave
 - You or your close family member has a serious illness or injury
 - You've recently had or adopted a child

3. How much Crisis Leave time can I receive?

- Up to 240 hours per 12-month period

4. How can I donate to the Crisis Leave pool?

- Fill out the Donation Form and send it to HRMFMLA@lsuhsc.edu
- You can donate up to 240 hours per calendar year. All donations are voluntary, private, and final.
- Give at least 4 hours (in full-hour amounts)
- Keep 120 hours of annual leave or 240 sick leave hours after donating
- Note, Classified employees are only eligible to donate annual leave.

5. How do I request Crisis Leave?

- Fill out the Crisis Leave Request Form
- Include a doctor's note or FMLA paperwork
- Send everything to HRMFMLA@lsuhsc.edu

6. Can I donate to a specific person?

- No. Donations go into a shared Crisis Leave Pool and cannot be directed to any one individual. This ensures fairness and allows the leave to be distributed based on need and eligibility.

7. Can I use crisis leave intermittently?

- No. Crisis leave is only approved for continuous, full-day absences during a qualifying event. It cannot be used intermittently or in partial-day increments.