

Crisis Leave Manager Guide

Crisis Leave

What Is the Crisis Leave Program?

The Crisis Leave Program allows employees to receive paid leave (at 75% of their base pay) when they face a serious illness or injury or need time for the birth or adoption of a child, but don't have enough paid time off. Employees can request up to 240 hours of crisis leave in a 12-month period.

Your Role as a Manager

As a manager or department leader, you are a key partner in supporting your team. Here's what you should know:

- **Be Aware of the Policy**
 - Review the full policy here: [Employee Crisis Leave Policy](#)
- **Know Where to Find the Forms**
 - Crisis Leave Request Form – For employees seeking leave
 - Donation to Crisis Leave Form – For those donating leave
 - Forms are available on the HRM website and can be submitted to HRMFMLA@lsuhsc.edu.
- **Refer Employees to HRM**
 - If an employee is running out of annual and sick leave and mentions:
 - They are facing a medical crisis (themselves or a family member)
 - They recently gave birth or adopted a child
 - They are out of leave or unsure what to do
 - Encourage them to contact HRMFMLA@lsuhsc.edu or offer to help connect them.
- **If the Employee Is Incapacitated**
 - If an employee is unable to act on their own behalf, you may:
 - Reach out to HRM directly to start the conversation
 - Submit forms or documentation with the employee's or family's cooperation
 - Help gather required information for the employee's request
- **When to Contact HRM**

Reach out to HRM if you:

 - Have questions about eligibility or the application process
 - Aren't sure if a situation qualifies for crisis leave
 - Want guidance on how to approach an employee in need
 - Need help navigating an urgent or sensitive case
 - Contact: HRMFMLA@lsuhsc.edu
- **Key Reminders for Managers**
 - Don't ask employees for medical details.
 - Do respect confidentiality.
 - Do refer quickly—timing can impact approval and pay continuity.