

Emergency PAL due to natural disasters

Updated: February 14, 2022

Purpose

This policy establishes continued pay provisions for staff impacted by a natural disaster.

Scope

This policy applies to all U.S.-based Maximus employees in areas where the government has declared a natural disaster emergency.

Policy

Staff impacted by a natural disaster who are unable to report to their work location or are unable to perform their work duties remotely may access up to three (3) days or 24 hours of Paid Administrative Leave each calendar year.

Staff must notify their immediate supervisor if they are unable to report to work or are unable to work remotely due to a governmentally declared natural disaster emergency.

For time missed from work due to the natural disaster, staff can charge their missed time to the charge code F90009.999.24.

Any hours missed in excess of 24 hours would be charged to available Paid Time Off (PTO) balances or Leave Without Pay if there is no PTO balance available.

Responsibility

Please contact Human Resources with any questions regarding this policy.

Revision History

Date	Version	Reviewer/Editor	Revision(s)
02/14/2022	1.0	Rebecca Kenawell	Policy created