



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
Marshall University Human Resource Services
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E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources>

Applies to:	Marshall University Research Corporation (MURC)
Title:	Benefits – Catastrophic Leave
Number:	34
Effective Date:	10/01/06
Last Revision Date:	

Marshall University Research Corporation (MURC) allows grant/contract managers to provide up to one pay period with pay charged to the grant(s)/contract(s) from which the employee is paid in the event that the employee or a member of his/her immediate family experiences a catastrophic injury or illness that exceeds their accrued sick leave and annual leave.

This applies to employees in Full-Time or Part-Time A categories. See policy and procedure, 3, Employment Categories, for an explanation of the categories.

A catastrophic injury or illness is one deemed by the MURC administration to be profoundly serious and one that will cause serious financial impact on the employee because of his/her inability to work or because of the requirement to be absent from work to attend to a catastrophic injury or illness on the part of a member of the immediate family. The Director, Human Resource Services, will advise the MURC administration on whether or not an illness or injury rises to the definition of catastrophic.

MURC defines “immediate family” as the employee’s spouse, parent, child, or sibling; the employee’s spouse’s parent, child, or sibling; the employee’s child’s spouse; or grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

A form is available on the Human Resource Services MURC web portal for use by those requesting to receive catastrophic leave.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

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