



**Office of the President/CEO**

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**To:** All ACC Employees

**From:** Richard M. Rhodes

A handwritten signature in black ink, appearing to read "Richard M. Rhodes", is written over the printed name.

**Date:** October 20, 2011

**Subject: Natural Disaster Leave**

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The wildfires of Central Texas continue to impact our community and ACC employees. If an employee has damage or lost a home as a result of the Central Texas wildfires, the following information may assist you during these catastrophic times:

- Employees that encounter damage or loss to their home may be granted administrative leave for a natural disaster. The employee should make a written request to his/her immediate supervisor. The request should specify the reason for the request, circumstances and length of time an absence is needed.
- Once approved, time should be entered into eTime as administrative (paid) leave.
- Employees may want to apply for financial assistance through their employee association Emergency Fund. Contact your employee association president for information.
- The maximum days to be considered for approval is five (5) days and must be taken prior to October 31, 2011.
- Counseling is available to employees, their families and members of their household through our EAP program, Deer Oaks EAP, 1-866-EAP-2400.

If you have questions, please contact Human Resources at 223-7572.

RMR/pws