



**Institutional Handbook of Operating Procedures**  
**Policy 03.06.12**

Section: Human Resources	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Leave Administration	Responsible Entity: Human Resources

**I. Title**

*Major Disaster Recovery Bank (MDRB)*

**II. Policy**

Benefits-eligible employees are allowed to donate accrued Paid Time Off (PTO) and/or Extended Illness Bank (EIB) to a temporary leave bank for use by other benefits-eligible employees who have been adversely affected by a major disaster as declared by the U.S. President.

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

**III. Eligibility**

All employees who are appointed to work at least 20 hours per week (0.5–1.0 FTE) in a benefits-eligible position that does not require student status as a condition of employment will be able to donate accruals to and request withdrawals from the MDRB.

The UTMB President will have the discretion to activate and inactivate the MDRB and establish the employee eligibility criteria associated with each activation.

**IV. Donating to the MDRB**

Depending on the nature of the major disaster, eligible employees will be able to donate PTO and/or EIB hours to the MDRB. Employees may only donate hours accrued under the myPTO program. Hours accrued under the state-sponsored vacation and sick leave plans will not be eligible for donation.

Donating employees may donate no less than eight (8) PTO hours but up to the maximum of the annual PTO accrual hours and must maintain a combined balance of myVacation Carry Forward and PTO of 80 hours.

If EIB donations are accepted into the MDRB, donating employees may donate no less than eight (8) EIB hours up to a maximum of 200 hours and must maintain an EIB balance of 80 hours.

Donations are made to the MDRB, not an individual, and will not be subject to taxation at the time of donation.

Donations will be accepted for the duration of the MDRB activation.

**V. Requesting and Using Hours from the MDRB**

Eligible employees who have exhausted their own applicable leave accruals and have been adversely affected by the declared major disaster (disaster has caused severe hardship to the employee and/or an

immediate family member that requires the employee to be absent from work) may request to withdraw leave hours from the MDRB.

MDRB hours are granted based on the employee's eligibility, the order in which the request was received and the number of hours available in the temporary recovery bank.

Employees may receive up to two (2) grants of up to 80 MDRB hours each per MDRB activation (160 total MDRB hours). If multiple activations of the MDRB occur in a fiscal year, then the total maximum MDRB hours that will be granted is 300 hours for all activations during said fiscal year.

When receiving withdrawals from the MDRB:

- Employees must use the granted MDRB hours for purposes related to the major disaster, and the granted MDRB hours may be used intermittently.
- Employees will continue to accrue their own leave, and applicable accrued leave must be used before granted MDRB hours can be used.
- Employees using granted MDRB hours will be paid leave at their monthly or hourly rate of compensation at the time of use.
- Granted, unused MDRB hours will be returned to the temporary recovery bank if the recipient employee moves from a benefits-eligible position to a non-benefits eligible position.
- Recipient employees who separate from UTMB with granted, unused MDRB hours will not be paid for these hours at separation, and these hours will be returned to the MDRB.

Granted, unused MDRB hours expire upon conclusion of the MDRB event and will be removed from the recipient employees' accrual balances following the inactivation of the MDRB. Timeframe of removal will be dependent upon the nature of the declared disaster and timecard processing.

## **VI. Inactivation of MDRB**

When the MDRB event ends, the bank is inactivated, and unused PTO and/or EIB hours are returned to donating employees. Unused hours include hours granted but not used and hours remaining the MDRB account.

Unless the remaining amount is so small as to make accounting for it unreasonable or administratively impractical, unused hours will be returned to each donating employee in the same proportion as the number of hours each donated relative to the total hours donated for the disaster event. For example, an employee donates 200 hours, and the temporary recovery bank receives a total of 10,000 hours. The donor employee will receive 0.20% of any unused hours at the end of the MDRB event.

### For Returned PTO Hours

If the donor employee separates or retires from UTMB prior to the inactivation of the MDRB, the employee will be paid for returned PTO hours. Payment will be calculated at the employee's monthly or hourly base pay rate at the time of separation.

If the donor employee transfers to another state agency prior to the inactivation of the MDRB, UTMB will notify the new agency about the additional PTO hours to be added to the employee's PTO/vacation leave balance.

If the donor employee dies prior to the inactivation of the MDRB, the employee's estate will be paid for the returned PTO hours. Payment will be calculated at the employee's monthly or hourly base pay rate at the time of separation.

For Returned EIB Hours

If the donor employee separates from UTMB prior to the inactivation of the MDRB and is reemployed by a state agency within 31 calendar days to 12 months of the separation date, the returned EIB hours will be restored to the employee’s EIB balance.

If the donor employee transfers to another state agency prior to the inactivation of the MDRB and meets the new agency’s EIB/sick leave reinstatement requirements, the returned EIB hours will be sent to the new state employer for crediting to the employee’s EIB/sick leave balance.

If the donor employee dies prior to the inactivation of the MDRB, the employee’s estate will be paid for 50% of the returned EIB hours, if the 336-hour payout limit was not previously met.

**VII. Definitions**

Immediate Family Member - for the purposes of the myPTO program, an employee’s immediate family members are limited to:

- Parent (includes biological parent or individual who acted in the capacity of a parent)
- Spouse (includes opposite-sex or same-sex spouse)
- Child who is either under 18 years of age or is 18 years of age or older and is incapable of self-care (includes biological, adopted, foster, or stepchildren, legal wards and other individuals for whom the employee acts in or acted in the capacity of a parent)

**VIII. Relevant Federal and State Statutes**

Stafford Act, 42 USC 5121 et seq.

**IX. Related UTMB Policies and Procedures**

IHOP – 03.06.00 – Paid Time Off  
 IHOP – 03.06.10 – Extended Illness Bank

**X. Additional References**

[Major Disaster Recovery Bank Fact Sheet](#)

**XI. Dates Approved or Amended**

<i>Originated: 04/27/2022</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>

**XII. Contact Information**

Human Resources Employee Relations  
 (409) 772-8696