

Annex C – Request for Leave to Support Emergency Response (Employees)

I, _____, hereby request a temporary assignment from my current position for the period of _____ to _____ for the opportunity to assist in the _____ response.

I understand that the terms of my temporary assignment are as follows:

1. My salary and all benefits I currently receive will continue without interruption.
2. My service at the Society, for all purposes, will continue to accumulate.
3. My hours of work shall be governed by *4.16 – Employees Engaged in Large-Scale Emergency Response (Domestic and American Red Cross)*, specifically those sections pertaining to employees on temporary assignment from their regular positions.
4. At the end of my temporary assignment, I will return to my position at the same salary and benefit level I would have had, had I not taken the assignment.
5. Day to day conditions on a disaster response site may differ drastically from those of my regular position. I expect to experience longer than normal hours; I may be called upon to undertake a wide variety of activities that fall outside of my official job description; I expect a very fast-paced environment.
6. I accept that I will be working in a more hazardous work environment that includes increased risks to my mental and physical health. All relief workers are required to complete *4.16 Annex B – Health and Safety Considerations for Domestic and American Red Cross Deployments* prior to their deployment.

I understand and agree to the above-mentioned conditions. I understand that this temporary assignment is only effective upon the co-signature of my manager.

(Signature of Employee)

(Date)

(Signature of Authorizing Manager)

(Date)