

ORC: _____
OAC: _____
CPOE: _____
Board: IV.C-D; V.J.2
Other: _____

Review Date: 2/26

Last Reviewed:

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 4J.1

**SUBJECT: TRAUMATIC CRITICAL INCIDENT
COUNSELING AND ADMINISTRATIVE PAID
LEAVE DAY POLICY**

Approved by: Executive Council

Effective Date: February 1, 2023

Date(s) of Revision:

Responsible for Implementation: All Staff

A traumatic critical incident can be defined as an emotionally stressful event or traumatic change. Traumatic Critical incidents are typically sudden, powerful events which are outside the range of ordinary experiences, and which have sufficient impact to overwhelm usually effective coping skills. These incidents may lead to intense stress which warrants intervention.

To provide additional support to staff who have experienced a traumatic critical incident on the job, as outlined below, a Counseling Support Session and an Administrative Paid Leave Day are available to staff within 10 business days of the traumatic critical incident. The Administrative Paid Leave Day will be available once an initial Counseling Support Session is completed. The EAP Counseling Support Session will be considered part of your regularly scheduled work hours, including nights and weekends, as applicable.

1. Eligible Traumatic Critical Incidents:

- a. Death of a child on the employee's assigned caseload.
- b. A multiple casualty incident involving a child and their immediate family and household members on the employee's assigned caseload.
- c. Injury that is imminently life-threatening to a child on the employee's assigned caseload.

- d. Being exposed or involved in a robbery or any violent crime involving a weapon as it relates to the employee's job duties.

2. Scheduling a Critical Incident Clinician Call:

- a. When a traumatic critical incident has occurred, the employee's immediate Supervisor/AD/Director will review the incident with the employee and call the main line for Human Resources (HR) by the next business day.
- b. HR will obtain consent from the employee and will provide the employee's contact information to the EAP Management Consultant.
- c. A clinician will reach out to the employee via phone call and email to provide their contact information to the employee.
- d. Clinician will have the employee sign a waiver allowing EAP to confirm to FCCS HR that the session occurred.
- e. Employee is responsible for attending the initial Counseling Support Session with Clinician at a minimum of one time to be eligible for the Administrative Paid Leave Day. Participation in additional sessions is voluntary and between Clinician and the employee.
- f. Employee will be informed that Clinician will send verification to HR that the Counseling Support Session with Employee occurred and the eligibility requirement for the Administrative Paid Leave Day has been met. Details of the session will not be communicated to HR, nor will it be noted in the employee's personnel file.

3. Administrative Leave Day:

- a. Supervisor will notify HR of the date selected for the Administrative Paid Leave Day.
- b. HR will notify Payroll of the designated Administrative Paid Leave Day for timekeeping purposes.
- c. If approved leave was taken after the Traumatic Critical Incident but prior to the completion of the Counseling Support Session, this leave can be converted to the Administrative Paid Leave Day.