

EMERGENCY FUNDS GRANTED TO UD EMPLOYEES

Una Cadegan, a 2005 Lackner Award winner, graciously donated her monetary award to be used as an emergency fund for employees who find themselves in need.

The fund has been set up in the Department of Human Resources. An interest-free loan not to exceed \$500 may be granted to any University of Dayton FT or PT benefits eligible employee whose hourly rate does not exceed \$14.25 per hour.

In order to be considered for a loan, the employee must submit an application to the Vice President of Human Resources, requesting a specific dollar amount and providing an explanation of need. The application is kept confidential between Human Resources and the employee. The dollars awarded will not be taxed; however, the employee will be asked to make arrangements for payroll deductions at the time the loan is provided, to ensure repayment over time. Dollars for this emergency fund are limited; once the fund is depleted during any repayment period, funding may not be available for a period of time.

Examples of when the money may be granted include true emergencies, such as an unexpected illness or accident or a personal catastrophe such as a house fire or flooding.

Application forms will be available on line under the Human Resources web site, or can be picked up in the Human Resources Department, 118 Saint Mary's Hall. Once an application has been approved in Human Resources, a memo will be sent to the Comptroller's office, alerting them to pay the employee faced with the emergency. The Comptroller's office will complete necessary paperwork, call the affected employee, and escort the employee to the Bursar's Office in order to obtain the cash. At that time, the employee will be asked to make arrangements for repayment of the loan, and will sign a payroll deduction form.

Any questions related to this new Fund can be addressed to the Department of Human Resources.