



**State of Oklahoma**  
Office of Management and Enterprise Services

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**HCM 13-07**

**DATE:** June 12, 2013  
**TO:** All Appointing Authorities  
**FROM:** Lucinda Meltabarger, Administrator  
**SUBJECT: Updated - Leave Options in Connection with Presidential Disaster Declaration**

Please be advised that the President has updated the May 21, 2013, natural disaster declaration to include tornadoes, flooding, straight-line winds and severe storms that occurred in Oklahoma from May 18 through June 2, 2013. The Governor's request to include Canadian County for individual assistance was also approved, bringing the number of eligible counties to six (Canadian, Cleveland, Lincoln, McClain, Oklahoma and Pottawatomie Counties). Please refer to Federal Emergency Management Agency (FEMA) Release Number NR: 008 DR-4117-OK dated June 12, 2013, at:

<http://www.fema.gov/news-release/2013/06/12/disaster-assistance-expands-include-more-storms-and-canadian-county>

This memorandum will serve as a brief reminder concerning leave options for employees affected by the storms or for those who are volunteering services. More detailed information is provided in the appropriate State Statute or Merit Rule.

**Disaster Leave if you were affected**

Per Title 74, Section 840-2.23A of the Oklahoma Statutes, agencies may grant leave with pay not to exceed fifteen (15) working days to state employees affected by a Presidentially declared national disaster in Oklahoma, if:

1. The employee suffered a physical injury as a result of the disaster;
2. A relative or household member of the employee suffered a physical injury or died as a result of the disaster; or,
3. The domicile of the employee or the domicile of a relative of the employee was damaged or destroyed as a result of the disaster.

Per Merit Rule 530:10-15-40, Enforced Leave, agencies may grant the use of sick leave with pay not to exceed ten (10) working days to state employees for absences necessary when some member of his or her immediate family or household requires the employee's care because of illness or injury, or in the case of death in the immediate family or household or in the case of personal disaster. Enforced leave shall be charged against the employee's sick leave and may not be granted in excess of accumulated sick leave. The number of days granted will be governed by the circumstances of the case, but in no event shall they exceed ten (10) working days in any calendar year.

Per Title 74, Section 840-2.23,A.4, employees may also be eligible to receive shared leave from fellow state employees under the same circumstances as enumerated above.

### **Disaster Relief Volunteers**

Per Title 74, Section 840-2.24 of the Oklahoma Statutes, agencies may grant leave with pay not to exceed fifteen (15) working days to state employees in the executive branch of government who are certified as disaster volunteers of the American Red Cross or a member of the United States Air Force Auxiliary Civil Air Patrol. The number shall not exceed five hundred (500) participants at any one time. A list of such employees will be coordinated with the Department of Civil Emergency Management and the office of the Governor of this state. Within sixty (60) days of any request made by the American Red Cross or the United States Air Force Auxiliary Civil Air Patrol, a report shall be prepared by the American Red Cross or the United States Air Force Auxiliary Civil Air Patrol and submitted to the Governor's office stating the reasons and needs for any requests made.

If you have any questions or concerns regarding these issues, please contact:

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