

**OPM 01-60**

**DATE:** September 13, 2001

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr., Administrator and  
Cabinet Secretary of Human Resources

**RE:** **Leave Provisions for September 11-12, 2001**

Governor Keating has directed that all non-essential state employees who were sent home September 11, 2001, and told not to report to work on September 12, 2001, are to be granted paid administrative leave for September 11-12, 2001. That is, non-essential employees who were scheduled to work September 11, 2001 and/or September 12, 2001, are to be paid as if they had worked their regularly scheduled hours and are not to have their leave balances reduced for their absence September 11-12, 2001. Employees previously approved to be absent and who were not expected to work on September 11, 2001 and/or September 12, 2001, are covered by the leave previously approved and are not eligible for the paid administrative leave.

Paid administrative leave is administered pursuant to Merit Rule 530:10-15-71. According to the provisions of that rule and Section 840-2.20A(A) of Title 74 of the Oklahoma Statutes, employees on paid administrative leave are subject to be recalled to normal duties by their Appointing Authority at any time.

The Employee Assistance Programs (EAP) with the Office of Personnel Management and other state agencies are available to assist state employees with stress, trauma, grief, or other personal issues. The State's EAP professionals can also assist supervisors in dealing sensitively and fairly with subordinates experiencing personal issues that may have a negative effect on job performance. For additional information, please contact the OPM Employee Assistance Program at (405) 947-7576.