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LUCINDA MELTABARGER
ADMINISTRATOR
HUMAN CAPITAL MANAGEMENT

MEMORANDUM

HCM 15-10

Date: December 31, 2015

To: All Appointing Authorities

From: Lucinda Meltabarger

Re: Leave Options in Connection with Presidential Disaster
Declaration for November 27-29, 2015

We have learned that, effective December 29, 2015, the President has expanded the area and time period declared as a national disaster (due to the severe winter storms and flooding). The time period is November 27-29, 2015 and includes the following counties: **Alfalfa, Beckham, Blaine, Caddo, Canadian, Custer, Dewey, Ellis, Grady, Grant, Kingfisher, Kiowa, Logan, Major, Oklahoma, Roger Mills, Washita, and Woods counties.**

This memorandum will serve as a reminder that, pursuant to the provisions of [Title 74, Section 840-2.23A](#) of the Oklahoma Statutes, agencies may grant national disaster 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.

For leave beyond the allotted 15 days, in accordance with [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. For purposes of both the national disaster leave and the shared leave entitlements, the term "relative of the employee" is limited to the spouse, child, stepchild, grandchild,

grandparent, stepparent, or parent of the employee; and the term “household members” means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. The latter term also includes foster children and legal wards, even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.

Note: If you are using Oracle Time and Labor please use the NATLP leave code. If you do not have access to this leave code you might have to issue a helpdesk case asking for it to be added to your catalog.

If you have any questions or concerns about this matter, please contact the HCM Compensation & Classification staff at 405-521-2177.

