



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 06-29

DATE: December 21, 2006

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary for Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

**RE: Directive by Governor Brad Henry Regarding Hazardous
Weather Policy**

On December 21, 2006, Governor Brad Henry directed state personnel officials to grant administrative leave to employees who were ordered to stay home after a major snowstorm closed state offices on November 30 and December 1, 2006. The granting of administrative leave in this instance applies only to employees scheduled to work on those specific days. It does not apply to employees who had, prior to the snowstorm, scheduled leave for those two days.

Furthermore, the Governor has asked the Office of Personnel Management to draft rules that will implement a new policy that will grant administrative leave to non-essential employees who are ordered to stay home because of hazardous weather conditions. The policy will also provide additional leave to essential workers who are required to work when government is closed. Emergency and permanent rules to address this policy will follow.

*"We serve the people of Oklahoma by delivering reliable and innovative
human resource services to our partner agencies to achieve their missions."*