Oscar B. Jackson, Jr., Administrator
Secretary of Human Resources and Administration

Brad Henry
Governor

STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 03-23

DATE: May 30, 2003

TO: All Appointing Authorities

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

RE: **Shared Leave Registry**

Effective June 1, 2003, the Office of Personnel Management (OPM) will implement a "Shared Leave Registry" on our website: www.opm.state.ok.us. The purpose of this registry is to provide a means of identifying eligible employees who have been approved by their respective agencies to receive shared leave as provided in Section 840-2.23 of Title 74 of the Oklahoma Statutes.

To facilitate the use of the Shared Leave Registry, Form OPM-33, formerly used to request and donate shared leave, has been revised. After June 1, 2003, OPM-33 will be used by employees to request shared leave. A new form, OPM-33A, will be used by employees to donate shared leave. These forms are available through the 'Forms' link on the OPM website or through a link provided on the Shared Leave Registry.

Information regarding the process for requesting or donating shared leave is provided in the attachments. Any questions may be addressed to your agency liaison in the OPM Classification Division.

Attachments

Requesting Shared Leave

1. Employee goes to Office of Personnel Management (OPM) website (www.opm.state.ok.us) and accesses Form OPM-33 through either the 'Forms' link or the link for the Shared Leave Registry, or goes directly to the Registry by using the following URL:

   http://www.opm.state.ok.us/html/shared_leave.htm

2. Employee completes Part 1 of Form OPM-33 online and prints a copy to be submitted to the appropriate supervisor for review prior to forwarding to the agency's human resources management, payroll or other appropriate office for processing.

3. Upon receipt, agency verifying official reviews request and completes Part 2 to verify eligibility for shared leave.

4. The agency Appointing Authority or designated representative then approves or disapproves the request, and a copy is returned to the employee.

5. If the request is approved and the employee requests listing on the OPM website, the verifying official faxes Form OPM-33 to OPM using fax number (405) 521-2752.

6. Upon receipt, the employee's name, agency, and contact person will be added within 24 hours to the OPM Shared Leave Registry. Only the employee's first name and initial of last name will be listed, along with a number for identification purposes. If shared leave will be accepted only from employees in the recipient's agency, this will also be indicated.

7. The agency will be notified by e-mail that the action has been completed and provided the name and number used on the registry to identify the employee.

Donating Shared Leave

1. Donor goes to the Office of Personnel Management (OPM) website (www.opm.state.ok.us) and accesses the Shared Leave Registry by clicking on the link provided, or goes directly to the Registry by using the following URL:

   http://www.opm.state.ok.us/html/shared_leave.htm

2. After reviewing the Registry, any questions should be directed to the contact person identified for the employee.

3. Donor completes Form OPM-33A through the link provided on the Registry and prints a copy to be forwarded to the designated human resources, payroll, or other appropriate office for processing.

4. Upon receipt, the agency verifying official will review the donor's information and verify that the donation is authorized and valid as provided in Title 74, Section 840-2.23 of the Oklahoma Statutes.

5. The form will then be signed by the agency Appointing Authority or a designated representative. If the recipient is in the same agency as the donor, this will end the process. If the recipient is in a different agency, Form OPM-33 will be forwarded to the recipient's agency for completion.