



Policies and Procedures
Leave

Effective Date of Policy:	Next Scheduled Review: 1/2/2023
Last Reviewed:	Policy Number: OCC-02 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [74 O.S. § 840-2.20](#), [74 O.S. § 840-2.20A](#), [74 O.S. § 840-2.20B](#), [74 O.S. § 840-2.20C](#), [74 O.S. § 840-2.21](#), [74 O.S. § 840-2.22](#), [74 O.S. § 840-2.23](#), [74 O.S. § 840-2.23A](#), [74 O.S. § 840-2.24](#), [74 O.S. § 840-2.25](#), [74 O.S. § 840.2.27C](#), and [Merit Rules](#).

A. Leave

Accrual and use of leave are governed by merit rules and applicable statutes. Both classified and unclassified employees are subject to the same leave policy. This policy is informational in nature and neither expands or diminishes the rights or responsibilities of any party under the merit rules. It is the official policy of the Commission to follow the merit rules.

Where possible, employees must submit leave requests no less than twelve (12) hours in advance. If an employee is absent from work without proper authorization, the employee may not receive pay for the period the employee is absent. It is the duty of all employees to stay apprised of their leave balances and ensure adequate time is available to cover all requests. If a justifiable situation arises for which an employee will exhaust sick and annual leave balances, qualified employees may request shared leave to cover the period. If an employee does not return to duty without timely contact and permission from their supervisor, that employee is subject to discipline and may be terminated. The Commission shall take appropriate action if the fraudulent use of leave is detected. Employees who violate this policy are subject to discipline, up to and including termination. The Division Director has the duty and the responsibility to take appropriate action if fraudulent leave usage or leave abuse is detected.

The types of leave available to Commission employees are listed below along with a short description of the rule. The specific requirements, restrictions, and availability of each type of leave are more thoroughly explained within the merit rules.

B. Administrative Leave Due to Unsafe Working Conditions or Inclement Weather

Reference: [74 O.S. § 840-2.20A](#) and [Merit Rules](#), [OAC 260:25-15-70](#), [OAC 260:25-15-71](#).

The Executive Director or designee may authorize a reduction in services of nonessential personnel due to hazardous weather or unsafe working conditions (hereinafter “hazardous weather”) subject to the applicable merit rule. Commission supervisors shall make a reasonable attempt to ensure timely notice to employees of any decision relating to the grant of administrative leave due to

hazardous weather. The notification can come in the form of media notification, email, or telephone call.

During normal duty hours, an employee is considered on stand-by or on-call status. The Executive Director or designee may call employees to return to their normal duties or respond to the demands of the situation as necessary.

Employees that have scheduled annual, sick or other forms of leave prior to an event resulting in the temporary closure of state offices shall not receive paid administrative leave in lieu of the previously scheduled leave. Employees may not accrue compensatory time or additional leave during a reduction of services. Certain part time and temporary employees, who are not eligible to accrue leave shall not be granted administrative leave.

Authorization within Oklahoma City Metro Area

When the Governor reduces and/or closes state government due to weather, the Commission shall also automatically do so. In these instances, the Commission will not assign staff to be in Commission offices in the metro area. In other limited circumstances, only the Executive Director or designee may authorize a reduction in services for the Oklahoma City metropolitan area (including Canadian, Cleveland, Lincoln, Logan, McClain, Oklahoma, and Pottawatomie counties). The Commission's answering machine message on the main phone will be changed to let callers know who to contact in case of an emergency.

Authorization Outside of the Oklahoma City Metro Area

The Executive Director or designee, division directors, or area supervisors may authorize a reduction in services in other locations. Division directors and area supervisors shall immediately communicate any decision to authorize a reduction of services to the Executive Director or designee through the appropriate chain of command. Appropriate justifications for authorizing a reduction in services might include a Governor's declaration, travel advisory issued by the Department of Public Safety, notice that county offices are closed, or conditions that put the health and safety of employees at risk. Upon receipt of the communication authorizing a reduction in services, the Executive Director or designee may overrule the decision to authorize the reduction of services, extend the reduction of services to other Commission employees working in the same location(s), or take other action deemed appropriate. ***Where teleworking does not apply, the recommendation(s) of the Department of Public Safety is followed. See examples below.***

In the following examples, a reduction of services is declared from 6:00 a.m. to 10:00 a.m. due to hazardous weather conditions (except in example #7):

1. The employee's normal workday starts at 8:00 a.m. The employee came to work at 10:00 a.m. The employee is eligible to use 2 hours of administrative leave.
2. The employee's normal work day starts at 7:00 a.m. The employee came to work at 10:00 a.m. The employee is eligible to use 3 hours of administrative leave.
3. The employee's normal work day starts at 8:00 a.m. The employee came to work at 11:00 a.m. The employee is eligible to use 2 hours of administrative leave plus 1 hour of annual or compensatory leave.
4. The employee did not come to work at all, due to the weather. The employee must use some type of their accrued leave for their entire work day (8 hours). The employee is not eligible to use administrative leave.
5. The employee already had accrued leave approved in advance. The employee must use the leave that was previously approved. The employee is not eligible to use administrative leave.

6. The employee's normal work day starts at 8:00 a.m. The employee came in to work at 8:00 a.m. The employee may not use the 2 hours of administrative leave at a later date.
7. The employee's normal workday ends at 5:00 p.m. Due to the threat posed by incoming weather, the employee leaves work at 1:00 p.m. A reduction of services is declared from 3:00 p.m. to midnight. The employee is eligible to use 2 hours of annual or compensatory leave and 2 hours of administrative leave.

C. Administrative Leave for a Cooling-Off Period

Reference: [Merit Rules, OAC 260:25-15-50](#).

The Commission may place an employee on paid administrative leave as a cooling off period to defuse a potentially violent occurrence in the work place subject to the conditions specified in the applicable merit rule.

D. Annual Leave

Reference: [74 O.S. § 840-2.20](#) and [Merit Rules, OAC 260:25-15-10](#) and [OAC 260:25-15-11](#).

Annual leave may be used for vacations, personal business and other approved time away from work not covered by other paid leave or holiday provisions. **Annual leave should be requested in advance** and used only when approved by the employee's supervisor. Annual leave may not be taken in advance of accrual. Holidays falling within a period of annual leave are not charged to annual leave. Annual leave is subject to the conditions specified in the applicable merit rule. Temporary and contract employees are ineligible to accrue, use, or be paid for annual leave.

To ensure that Commission functions and operations are not disrupted, supervisors may limit the number of employees who may take annual leave during the same period. In this case, leave shall be approved on a first-requested, first-approved basis. If several requests for the same date(s) are submitted at the same time, requests will be approved considering employee longevity and adequate staffing to maintain critical agency functions.

Any employee who leaves the Commission may transfer accrued annual leave to another state agency if the receiving agency will accept it. Otherwise, the employee who is leaving the Commission shall be paid for the number of accrued hours of annual leave. Accrued annual leave of employees hired or transferred from another agency to the Commission shall be accepted if approved by the Executive Director or designee.

The Oklahoma Legislature provides agencies with a select list of options that may allow employees to exceed the maximum annual leave accumulation limits. The Commission has adopted the rolling month option so that excess annual leave must be used within 12 months of the date of accrual. No accruals in excess of the statutory limit may be paid, transferred (unless the transfer was pursuant to statute or an executive order), or donated. The maximum annual leave balance for employees with less than 5 years of service is 240 hours and employees with 5 or more years of service is 480 hours.

Temporary and other limited term employees are ineligible to accrue, use, or be paid for annual leave.

ANNUAL LEAVE ACCRUAL LIMITS AND YEARLY ACCRUALS TABLE					
ANNUAL LEAVE					
Years of Cumulative Service	Approximate Yearly Accrual	Accumulation Limit		*Accrual above limit per 74:840-2.20(1)	
		Number of Days	Hourly Equivalent	Additional Year of Accrual	Max. Accrual Limit
Less than 5 years	15 days/year 10 hrs/month	30	240	120	360
5 years but less than 10 years	18 days/year 12 hrs/month	60	480	144	624
10 to 20 years	20 days/year 13.33 hrs/month	60	480	160	640
Over 20 years	25 days/year 16.67 hrs/month	60	480	200	680

*74 O.S. §840-2.20 (A)(1) provides the appointing authority the discretion to allow employees to accumulate up to one year of annual leave above the annual leave accumulation limit.

E. Court and Jury Leave

Reference: [Merit Rules, OAC 260:25-15-46](#).

An employee serving in their official capacity as a witness or serving as a juror before any governmental body shall be entitled to time off from work without loss of compensation or leave. Such time shall be counted as hours worked. An employee not serving in their official capacity and is a party or witness to private litigation may take annual leave or leave without pay, at the employee's discretion. Court and Jury Leave are subject to the conditions specified in the applicable merit rule. A supervisor may require the employee to submit a copy of the subpoena, summons, or other court order or process as a prerequisite for determining whether or not leave is to be taken.

F. Disaster Relief Services Leave

Reference: [74 O.S. § 840-2.24](#) and [Merit Rules, OAC 260:25-15-51](#).

An employee who is a certified disaster service volunteer for specific organizations may be granted leave with pay upon approval of the Executive Director or designee and subject to the conditions specified in the applicable merit rule.

G. Educational Leave

Reference: [Merit Rules, OAC 260:25-15-42](#).

Educational leave with pay may be granted at the discretion of the Executive Director or designee for a period not to exceed one year, provided, such leave serves the best interests of the Commission. The Executive Director or designee may also grant leave of absence without pay for educational purposes. Educational leave is subject to the conditions specified in the applicable merit rule.

H. Enforced Leave

Reference: [Merit Rules, OAC 260:25-15-40](#).

A supervisor may grant a probationary or permanent employee time off from regular duties, with pay, for absence necessary due to a personal disaster or when some member of the immediate family or household requires the employee's care because of illness, injury, or death in accordance with the applicable merit rules. The Commission permits an employee to use enforced leave to attend to the needs of a qualifying family member for any of the reasons permitted under sick leave provisions. Enforced leave hours shall be deducted from the employee's available sick leave balance but may not be granted in excess of the employee's accumulated sick leave. The number of days granted will be governed by the circumstances, but in no event shall this leave exceed eighty (80) hours in a calendar year.

For the purpose of enforced leave, immediate family or household includes spouse, children, parents, parent-in-law, step-parents, step-children, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, foster children or anyone residing as a member of the employee's immediate household.

I. Family and Medical Leave

Reference: 29 U.S.C. § 2601 et seq.; 29 CFR § 825; [74 O.S. § 840-2.22](#); and [Merit Rules, OAC 260:25-15-45](#).

The Family Medical Leave Act (FMLA) entitles eligible employees to take job-protected leave for a total of up to 12-weeks for specified family and serious health conditions with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. This leave can be unpaid leave or accrued compensatory time, annual leave, or sick leave. Not every reason qualifies for FMLA protection while on time off. FMLA leave is subject to the conditions specified in the applicable merit rule.

As defined under FMLA, a "serious health condition" means any illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Additionally, for determining what qualifies for FMLA-related leave, the regulations only include an employee's spouse, child, or parent as family members.

Because reasons for taking time off from work under the FMLA vary, it is important to check in advance as much as possible whether your reason for leave request qualifies for FMLA. Below is a summary of qualifying circumstances for FMLA leave under current regulations.

Generally, the types of events that trigger FMLA protections include:

- 1. Pregnancy or the arrival of a new child in the family - whether by birth, adoption or foster care***

A mother may use FMLA time off for prenatal care or continuing care once the child is born. A father may also use FMLA leave to care for a newborn child or to provide care for his incapacitated spouse due to the pregnancy or child birth.

Parental leave does not have to run concurrently. Upon an employer's approval, parents may choose to spread their 12-week leave out over the course of a year by taking a few weeks at a time or by reducing their normal work hours in a given week (known as "intermittent parental leave".) However, when both parents are employed with the same company, only one parent may qualify for pregnancy or child-birth related leave.

Sometimes the pregnancy itself may qualify for FMLA as a serious health condition, especially when a doctor places the employee on bed rest during any point within a pregnancy. Employees who request pregnancy-related leave may be required to verify the pregnancy-related complication through medical certification.

The placement of a child for adoption or foster care is a qualifying reason under the FMLA. Employees may take up to a 12-week leave up to one year after a child is placed through adoption or foster care with an employee.

Adoption leave may also occur before the actual placement or adoption of a child if an employee's absence from work is required to attend counseling sessions, appear in court, or travel to another country to complete the adoption. The source of the adopted child is typically not a factor in determining whether the adoption qualifies for FMLA.

2. *The care of a family member with a serious health condition*

Employees may request leave to care for a family member with a serious health condition. Under current FMLA regulations, only spouses, children, or parents are considered family members. An employee's in-laws or grandparents, for example, are not included.

Ordinary illnesses such as the common cold, flu, earaches, upset stomachs and headaches do not qualify for FMLA, although some common illnesses may qualify for FMLA under certain circumstances.

3. *The employee's own serious health condition that prevents the employee from performing the essential job duties*

An employee's own health condition may qualify for FMLA. For example, employees who are unable to perform their essential job duties because of a serious illness or chronic health condition may request leave to treat the condition or receive prolonged care while under a doctor's supervision.

Furthermore, FMLA regulations require a "period of incapacity" of more than three consecutive calendar days. If an employee's condition requires two or more visits to a health care provider for the same condition, those visits must occur within 30 days of the first day the employee became incapacitated.

Finally, under FMLA regulations, the treatment of a chronic health condition must occur at least twice in any calendar year, and employees may also be required to show medical certification of his or her illness.

4. The care of a family member who was injured while on active duty

Care of a family member who was injured while on active duty in the military may qualify for FMLA. Employees may also request to handle certain matters arising out of a family member's deployment during FMLA leave.

FMLA Request and Review Process – Employee/Supervisor

[U.S. Department of Labor FMLA Resources](#)

J. Holidays

Reference: [74 O.S. § 840-2.20](#) and [Merit Rules, OAC 260:25-15-43](#).

Holidays are observed in accordance with state law and the Governor's proclamations. Employees may be granted paid holiday leave subject to the conditions specified in the applicable merit rule. However, an employee may be required to work a holiday depending on Commission needs and responsibilities. Compensatory time, depending on the employee's FLSA status, will be given in these situations.

To qualify for holiday leave, an employee must work or be on paid leave status either the entire regularly scheduled workday preceding or following the holiday. A person whose leave without pay includes the workdays before and after a holiday will not be paid for the holiday. An employee shall not be eligible to be paid holiday pay for any holiday that occurs before entering or after terminating employment. Full-time employees shall be paid for holidays based on an eight (8) hour workday. Part-time employees who are eligible for holiday pay will receive a pro-rated amount. Employees on a compressed work week will use an additional hour of annual leave or work an additional hour during the same workweek. Temporary and hourly employees are not eligible for holiday pay.

K. Involuntary Leave without Pay (Furlough)

Reference: [74 O.S. § 840-2.20C](#) and [74 O.S. § 840.2.27C](#); and [Merit Rules, OAC 260:25-15-48](#).

The Commission may place classified and unclassified employees on involuntary leave without pay (furlough) when it is necessary to reduce expenditures or due to a temporary decline or cessation of work subject to the conditions specified in the applicable merit rule.

L. Leave of Absence without Pay

Reference: [Merit Rules, OAC 260:25-15-47](#).

Employees who take leave without approval may be subject to discipline, up to and including termination. In extraordinary circumstances, a Division Director may approve a request from a

permanent or probationary employee for leave of absence without pay. The request shall be in writing and shall include the reasons for and estimated length of the leave requested by the employee. The approval of the leave shall also be in writing, and it shall specify the date the employee is to return to work. Leave of absence without pay is subject to the conditions specified in the applicable merit rule. Failure of the employee to return to work at the expiration of the specified leave period shall be cause for termination unless a valid reason is submitted in advance and approved by the Division Director. If an employee goes on leave without pay, the accrual of annual and sick leave will only accrue on the number of actual hours worked, if any.

M. Leave and First Preference Due to Work Related Illness or Injury

Reference: [74 O.S. § 840-2.21](#) and [Merit Rules, OAC 260:25-15-49](#).

If a state employee is absent because of an illness or injury arising out of and sustained in the course of his or her employment with the state, and for which workers compensation benefits have been filed, the employing agency shall place the employee on leave without pay if the employee so requests; provided, leave without pay pursuant to this section shall not for any purpose be considered a break in service. An employee who sustains an illness or injury arising out of and sustained in the course of employment with the State of Oklahoma shall not be required to use either accumulated sick or annual leave during such period prior to being placed on leave without pay as provided by law. An employee placed on leave without pay pursuant to the provisions of this section shall continue receiving basic plan insurance coverage and dependent insurance benefit allowance paid by the agency during the leave without pay as provided by law.

An employee on leave without pay shall have the right to be returned to his or her original position in accordance with the applicable merit rules. If it is found necessary for the good of the state to fill the position during the period the employee is on leave without pay the employee filling the position shall vacate the position upon the return of the employee on leave without pay, subject to layoff, transfer or demotion rights earned. The right to return to the original position shall expire one (1) year from the date of the start of leave without pay. The employee may be separated if the employee has not returned to the original position of the employee or some other position within the agency within one (1) year from the date of the start of leave without pay.

An employee on leave without pay pursuant to the provisions of this section shall provide a medical statement as to his or her ability to perform the duties of the position to the Commission at least every three (3) months. If the employee becomes medically able with reasonable accommodation to perform the duties of his or her original position, the employee shall be returned to such position. If the employee is unable to perform the duties of the original position with reasonable accommodation, but is medically able with reasonable accommodation to perform the duties of any other position within the agency for which the employee is qualified, and appointment to such other position does not constitute a promotion, the employee shall have first preference for any such position which becomes vacant within the agency, notwithstanding any other preference provisions of the Oklahoma Personnel Act or of other laws of the State of Oklahoma. An employee accepting another position pursuant to this subsection shall not forfeit his or her right to be returned to the original position within twelve (12) months after the start of leave without pay.

An ill or injured employee shall be eligible to participate in the Disability Insurance Program. All benefits, rights, and obligations shall continue during the time the employee remains on leave without pay status, for a continuous period not to exceed twelve (12) months. However, if a workers' compensation claim based on such illness or injury is denied during the twelve-month period, all benefits, rights and obligations conferred upon an employee pursuant to this section shall cease and be discontinued immediately.

N. Leave for Reserve Municipal Police Officers and Reserve Deputy Sheriffs

Reference: [11 O.S. § 34-101](#); [19 O.S. § 547](#); and [Merit Rules, OAC 260:25-15-58](#).

Employees who are reserve municipal police officers or reserve deputy sheriffs and who miss work in performing their duties in case of emergency shall not be required to use any accrued leave or make up any time due to the performance of their reserve duties subject to the conditions specified in the applicable merit rule.

O. Military Leave

Reference: 38 U.S.C. § 4301 et seq.; [44 O.S. § 209](#); [72 O.S. § 48](#); and [Merit Rules, OAC 260:25-15-44](#).

All employees of the state both permanent and probationary who are members of the National Guard or any branch of the United States Military or its reserve components, shall, when ordered by the proper authority to active or inactive duty or service, be entitled to a leave of absence from civilian employment for the period of service without loss of status or seniority. During the first thirty (30) calendar days of absence for military leave in any federal fiscal year which begins October 1 and ends September 30, the officer(s) or employee(s) shall receive their full regular pay from the employing state agency.

P. National Disaster Leave

Reference: [74 O.S. § 840-2.23A](#) and [Merit Rules, OAC 260:25-15-57](#).

National disaster leave is leave with pay granted to an employee who is affected by a presidentially declared national disaster in Oklahoma subject to the conditions specified in the applicable merit rule. An employee is "affected" if the employee or an eligible family member suffers physical injury or death or the domicile of the employee or an eligible family member is damaged or destroyed. Eligible family members shall be limited to relatives and household members of the employee. Relatives are defined as spouses, children, step-children, grandchildren, grandparents, step-parents, or parents. Household members include those persons who reside in the same home who have reciprocal duties and provide financial support for one another, including foster children and legal wards even if they do not live in the same household, but exclude persons sharing the same general house.

Q. Organ Donor Leave

Reference: [74 O.S. § 840-2.20B](#)

Organ Donor Leave is leave with pay for an employee to serve as a bone marrow or human organ donor. An employee is allowed five (5) workdays of leave to serve as a bone marrow donor and thirty (30) workdays of leave to serve as a human organ donor. An employee must submit written verification to the agency that he or she is to serve as a bone marrow or human organ donor. The request for leave is subject to approval by the Executive Director with medical necessity being the primary determinant for such approval. The Commission shall not penalize an employee for requesting organ donor leave. Organ donor leave may be requested by the employee only if the employee is serving as the donor.

R. Organizational Leave

Reference: [74 O.S. § 840-2.25](#); and [Merit Rules, OAC 260:25-15-41](#).

A permanent classified employee or a regular unclassified employee shall be entitled to take leave with pay not to exceed three (3) days a year to attend meetings of job-related professional organizations of which that employee is a member upon approval from his or her Division Director.

This leave shall not be used for lobbying activities which include the lobbying of legislative or executive branch elected officials within state-owned or leased buildings.

S. Shared Leave

Reference: [74 O.S. § 840-2.23](#)

The leave sharing program permits state employees to donate annual or sick leave to a fellow, eligible state employee who has exhausted, or will exhaust, all types of paid leave subject to the conditions specified in 74 O.S. § 840-2.23. An employee's use of shared leave shall not exceed 261 days during total state employment. The Commission will accept donations from employees of other State agencies.

[Shared Leave Forms](#)

T. Sick Leave

Reference: [74 O.S. § 840-2.20](#) and [Merit Rules, OAC 260:25-15-10](#) and [OAC 260:25-15-12](#).

Sick leave means a period of time when the employee cannot work because of illness, injury, pregnancy, medical examinations or treatments (including dental and optical), surgical procedures, or where the employee's presence at work would jeopardize the health of the employee or others. A sick leave request should be submitted in advance for a prescheduled medical appointment. Sick leave requests may not be automatically approved. A supervisor may request a doctor's verification for sick leave taken. Sick leave may not be used for annual leave and may not be taken in advance of its accrual. Sick leave earned during one month shall not be available for use until the beginning of the next month. Holidays falling within a period of sick leave shall not be charged as sick leave.

Employees must call their supervisor each day that they are unable to work unless a mutual understanding is reached concerning when the next call will be made (as in the case of maternity reasons, extended hospital stays, et...) Employees must complete a leave request form stating the

reason for the absence as soon as they return to work. A supervisor may require an employee to supply proof that the absence was consistent with the applicable merit rule on sick leave.

Any employee absent from work which exceeds three (3) consecutive days (whether partial or full) shall provide their supervisor with a physician's statement giving the reason for the absence, unless the Executive Director or designee waives this requirement. A supervisor may also require a physician's statement releasing an employee to return to work depending on the illness or injury. If a release is required then an employee will not be allowed to return to work and will be placed on leave without pay or annual leave until the statement is received by the Commission.

The supervisor shall approve sick leave unless there are facts to show that an employee abused sick leave privileges or the employee failed to supply requested evidence of illness, which will be cause for disciplinary action up to and including termination.

Any employee who leaves the Commission may transfer accrued sick leave to another state agency. The employee who is leaving the Commission shall not be paid for the number of accrued hours of sick leave per [OAC 260:25-15-12](#).

SICK LEAVE ACCRUAL AND ACCUMULATED LIMITS TABLE		
Years of Cumulative Service	Approximate Yearly Accrual	Accumulation Limit
0+	15 days/year 10 hrs/month	No Limit

U. Suspension with Pay Pending an Investigation

Reference: [Merit Rules, OAC 260:25-11-120](#).

The Commission may suspend an employee from duty with pay for internal investigatory purposes or to give a permanent employee the required notice and opportunity to respond before involuntary demotion, suspension without pay, or discharge. The Commission may require the employee to remain available during specified working hours to meet with investigators or other agency officials as required. A notice of suspension with pay, stating the beginning and ending dates and times and specifying any reporting requirements shall be issued to the employee in writing. If the Commission certifies that an internal investigation cannot be completed within 20 days, the Commission may continue the suspension. The suspension with pay may not exceed the time necessary to complete the investigation and if the investigation warrants, to give the employee the required notice and opportunity to respond before termination.

V. Voluntary Firefighters Leave

Reference: [74 O.S. § 840-2.20](#).

Employees who are volunteer firefighters pursuant to the Oklahoma Volunteer Firefighters Act and who are called to fight a fire, respond to an emergency or other public safety incidents shall not be required to use any accrued leave or need to make up any time due to the performance of their volunteer firefighter duties.

W. Voting Leave

Reference: [26 O.S. § 7-101](#).

All employees of the Commission are strongly encouraged to participate in the democratic process and exercise their constitutional right to vote. Employees, who are registered voters and whose working schedules on election day do not permit them three (3) hours either before or after work in which to vote during the vote times of 7:00 a.m. to 7:00 p.m., shall be given paid leave not to exceed two (2) hours.

Any employee that chooses to exercise the 2 hour voting leave must notify their supervisor, orally or in writing, of their request. Voting leave applies to any election except for school board or bond elections.