

**OKLAHOMA DEPARTMENT OF AGRICULTURE,  
FOOD, AND FORESTRY  
MEAT AND POULTRY INSPECTION SERVICE  
OKLAHOMA CITY, OK**

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**ADMINISTRATIVE LEAVE DURING HAZARDOUS WEATHER**

**I. PURPOSE**

This notice provides updated instructions to Oklahoma Department of Agriculture, Food, and Forestry (ODAFF) Meat and Poultry Inspection (MPI) employees about Agency policies and procedures to be followed during hazardous weather conditions. It also describes the responsibilities of employees when a claim for administrative leave during hazardous weather is submitted.

**II. REFERENCES**

Merit Rules 530:10-15-70; 530:10-15-71  
ODAFF Attendance and Leave Policy 6.9  
Administrative Leave During Hazardous Weather Memo from Commissioner Jim Reese dated January 31, 2011

**III. BACKGROUND**

Most ODAFF MPI employees have been designated as essential employees and are expected to perform their duties at their assigned locations regardless of any hazardous weather conditions. All essential employees shall report to work and shall accrue administrative leave on a straight-time basis for all hours worked during such reduction in services; the employee can accrue up to a maximum of 8 hours per day when administrative leave for hazardous weather has been approved. Employees do not accrue Administrative Leave for work performed during overtime hours or on a holiday.

**IV. DESIGNATED ESSENTIAL POSITIONS**

A. The following MPI positions have been designated as “essential” and are expected by the Agency to report for duty at their assignment(s) regardless of hazardous weather conditions:

- Meat Inspectors – all positions
- Senior Meat Inspectors – all positions
- Meat Inspector Supervisors – all positions
- Veterinarians in Meat Inspection Program – all positions

Essential employees who do not report to work during hazardous weather conditions will have the following options:

- Charge the absence to accumulated compensatory time;
- Charge the absence to accumulated annual leave;
- Make up the lost time in a manner consistent with the FLSA, if the Appointing Authority determines that office hours and schedules permit.

B. All other positions in the MPI Program are considered to be non-essential and are not expected to report to work when services have been reduced because of hazardous weather conditions.

## V. DETERMINATION OF HAZARDOUS WEATHER CONDITIONS

Merit Rule 530:10-15-71 requires Appointing Authorities (chief administrative officer of an agency) to place affected employees on paid Administrative Leave when a state office is temporarily closed or services are temporarily reduced due to hazardous weather conditions. The authority to grant Administrative Leave shall exist only in the specific locations and during the specific time periods for which the appropriate authority has determined that a temporary closure or reduced services are necessary. The Commissioner of Agriculture will make a determination to approve or deny all requests for Administrative Leave due to hazardous weather conditions.

All requests for Administrative Leave due to hazardous weather conditions must be accompanied by documentation to support the request.

**Note: the decision for approval of Administrative Leave due to hazardous weather conditions will be determined by the employee's base station. The location of their residence will not be considered.**

A. Employees who are based in the Oklahoma City Metropolitan Area.

The Commissioner of Public Safety is the appropriate authority for agencies and offices that are located within the seven county region of the Oklahoma City Metropolitan area, which includes Canadian, Cleveland, Lincoln, Logan, McClain, Oklahoma and Pottawatomie counties.

If an employee's base station is located within the Oklahoma City Metropolitan area, they should tune to Oklahoma City local television stations as they will report on the status of state government offices within the Oklahoma City Metropolitan area. They may also call (405) 521-3864 or (800) 580-2474 to ascertain the status of the Oklahoma Department of Agriculture, Food, and Forestry.

B. Employees who are based outside the Oklahoma City Metropolitan Area.

The Appointing Authority is the appropriate authority for agencies and offices that are located outside the seven-county region of the Oklahoma City Metropolitan Area.

If an employee's base station is located outside the Oklahoma City Metropolitan area, they will need to contact their supervisor and request the use of Administrative Leave for their assigned base station. The determination for approving Administrative Leave due to hazardous weather conditions will be based on the status of county government offices in the county where the base station is located.

**Note: If the county government offices in the county where the base station is located are open, Administrative Leave due to hazardous weather conditions will not be approved.**

**VI. PROCEDURE FOR REQUESTING ADMINISTRATIVE LEAVE FOR EMPLOYEES WHO ARE BASED OUTSIDE THE OKLAHOMA CITY METROPOLITAN AREA.**

The procedure for requesting Administrative Leave due to hazardous weather conditions for employees who are based outside the Oklahoma City Metropolitan Area are as follows:

1. The employee will notify their supervisor of hazardous weather conditions in their assigned base station county and request the use of Administrative Leave.
2. Division(s) will submit a written or e-mail request to the Administrative Services Director which lists the affected employee(s), date(s) and base county(ies).
3. Upon validation and approval of each request from the divisions, the Human Resources Office will make the necessary changes in the timecard system for submittal of time cards as necessary.

**Note: Employees who are on previously approved paid leave for the periods of time for which Administrative Leave due to hazardous weather conditions is granted are not entitled to Administrative Leave. An employee who leaves earlier than a designated early dismissal time, or who arrives later than a designated late arrival time, shall be charged leave for the excess time.**

Any questions about this notice should be referred through normal supervisory channels.



**Stan Stromberg  
Director, Food Safety Division**

**DISTRIBUTION**

**SUBJECT CATEGORY**

**All MPI Personnel**

**Administration**

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