# Memorandum

**To:** Department Secretaries

**From:** Amy Fecher

**Date:** November 24, 2020

## **Subject:** Covid Carryover

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In March, State employees were assigned to one of three designations based on job duties: Category 1—critical to the necessary functions of government and required to work on-site; Category 2—work could be performed remotely; and Category 3—work performed did not meet definitions for either Category 1 or 2. Many employees critical to the necessary function of government and required to work on-site have been unable to take leave this year and have little opportunity to use their leave by the end of the year.

Arkansas Code Annotated § 21-4-204(e)(1)(A) prohibits state employees from carrying over more than 240 hours of annual leave to the next calendar year. The Department of Transformation and Shared Services (TSS) Office of Personal Management (OPM) has reviewed options to address this issue and presented them to the Governor.

Governor Hutchinson has approved the following to be implemented:

* The State will convert any annual leave in excess of 240 hours into Covid Carryover Leave for State employees that have been critical to the necessary function of government that are required to work on-site. Covid Carryover Leave must be used within the next two calendar years (2021 and 2022) and it is not subject to payout in the event of a termination of employment.

I am requesting that Departments review their list of employees that are critical to the necessary functions of government and required to work on-site to finalize a list of those State employees that will rightfully qualify for Covid Carryover Leave on December 31st. Departments must submit these names to the Office of Personnel Management no later than December 16th to give staff time to resolve any differences in the system by December 31st.

These State employees continue to perform critical work and this solution will allow them to not sacrifice the annual leave benefits they have earned.