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 v>  
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09/15/2005 02:55 PM

To "Department HR Directors"  
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 Directors" <DepartmentDirectors@oa.mo.gov>, "Anthony,  
 cc "Wieberg, Norma" <Norma.Wieberg@oa.mo.gov>,  
 "Campbell, Eve" <Eve.Campbell@oa.mo.gov>, "Nichols,  
 Susan" <Susan.Nichols@oa.mo.gov>, "McKinney, Alma"  
 bcc Michaelene A Knudsen/SC/MODOT

Subject National Guard Hurricane Katrina Relief Mission

History:

➡ This message has been forwarded.

This is to inform you of a change in the status of state employees who are Missouri National Guard soldiers called to duty in support of the hurricane relief efforts. The attached letter from the Office of the Adjutant General provides important information on how the employees called to duty are to be compensated for the Hurricane Katrina Relief Mission. Essentially, leave for the relief effort is changed from duty in the service of the state at the call of the Governor, to duty in the service of the United States. As such, compensation is limited to 120 hours in a federal fiscal year. Please note that the relief effort is retroactive to August 29, 2005 and that corrected orders are being generated.

The regulations of the Personnel Advisory Board and the Division of Personnel governing military leave, 1 CSR 20-5.020(4), provide up to 120 hours of military leave with pay in a federal fiscal year (October 1 through September 30) for hours in which the employee otherwise would have been required to work. If the employee has the 120 hours available for use, the leave code to be used for paid military leave is LWPMT. If the employee has used the 120 hours for the current federal fiscal year, the employee may use annual leave, compensatory time, or be placed on military leave of absence without pay.

Please be aware that some employees could be over the annual leave maximum by October 31, 2005. Depending upon the length of time designated in their orders, these employees may want to use their annual leave before any military leave with pay is taken for the new federal fiscal year beginning October 1st.

Military leave for August 29, 30 and 31, 2005 may have been recorded in SAM II as leave with pay for a military duty in the service of the state called by the Governor, L.WPMF. Because of the retroactivity of the military leave in the service of the United States authorized in the attached letter, this leave should be changed to J.WPMT or other leave. Please contact Norma Wieberg at (573) 522-1258 about making the change to the military time already entered in SAM II, or if you have any questions concerning the application of military leave to the hurricane relief efforts, particularly with regard to processing the leave in SAM II.

Gary Fogelbach

OA / Division of Personnel

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