




STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: All State Agency, Board and Commission Directors, Institutions of Higher Education Presidents and Chancellors and Human Resource Managers

FROM:  Herbert M. Scott, Deputy State Personnel Administrator
Office of Personnel Management

SUBJECT: OPM Policy and Form Changes

DATE: July 22, 2015

I want to bring to your attention the following changes:

OPM Policy

The following OPM Statewide Policies have been revised to reflect the changes to the law that went into effect July 22, 2015:

1. 30.19 Reference Inquiries
2. 50.05 Emergency Paid Leave, Disaster Service Volunteer Leave, Emergency and Rescue Services Leave
3. 50.13 Leave for Participating in Children's Activities
4. 50.20 Shared Leave
5. 70.05 Political Freedom
6. 70.07 Fraud Detection and Whistle-Blower Protection Act

OPM Policies can be found here:

<http://www.dfa.arkansas.gov/offices/personnelManagement/policy/Pages/default.aspx>

OPM Forms

The Catastrophic Leave – Applicant for Benefits has been revised to add a section regarding shared leave benefits. The Shared Leave Application has been revised to add a section regarding catastrophic leave benefits as well as if the leave is requested for paternity or maternity purposes.

OPM forms can be found here:

<http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx>

Please familiarize yourself with the changes. If you have any questions, please contact your personnel analyst.