



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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MEMORANDUM

TO: All State Agency Directors, Boards and Commissions, and Human Resource Representatives

FROM: 
Kay Barnhill, OPM Administrator
Office of Personnel Management

SUBJECT: Paid Maternity Leave

DATE: February 17, 2017

Act 182 of 2017 establishes paid maternity leave through the catastrophic leave bank program. The act was signed by Governor Hutchinson yesterday and is effective immediately. Key provisions of the act:

1. Eligible female employees can take up to 4 weeks of paid leave after the birth of the employee's child or placement of an adoptive child in the employee's home. Paid maternity leave will run concurrently with Family Medical Leave. Eligible male employees can take FMLA after the birth or placement of a son or daughter or to bond with a newborn or newly placed son or daughter.
2. One catastrophic leave bank is established and will be administered by the Office of Personnel Management. Agencies not participating in the OPM catastrophic leave bank program will have all donated hours converted to the OPM bank. All applications for catastrophic leave, including maternity leave, submitted to your agency as of February 16, 2017, must be sent to the Office of Personnel Management at the following address:
Office of Personnel Management - Catastrophic Leave Bank Program
1509 West Seventh, Suite 201
P.O. Box 3278
Little Rock, AR 72203-3278
3. The shared leave program is eliminated. Shared leave applications submitted as of February 16, 2017, will not be accepted.

An employee currently receiving catastrophic leave or shared leave benefits will continue to receive those benefits until the approved leave is exhausted.

More information about paid maternity leave and the catastrophic leave program, including converting donated hours to the OPM catastrophic leave bank, will be forthcoming. For questions, please call Jennifer Elkins at (501) 682-5350 or email at Jennifer.Elkins@dfa.arkansas.gov.