DETERMINING EMPLOYEE STATUS DURING SERVICE REDUCTION

Administrative leave/reduction in service declared.

Is the employee essential to maintaining basic minimum services?

YES → Employee will report to work.

NO

Does the employee have power and the ability to telework?

YES → Employee is not eligible for administrative leave.

NO

Is there an alternate location where the employee can safely work?

YES → Employee will report to alternate location and is not eligible for administrative leave.

NO

Employee is eligible for administrative leave.

OKLAHOMA Corrections