

DATE: May 21, 1997  
TO: Agency Heads  
FROM: Karen L. Carpenter, Deputy Commissioner/Acting Commissioner  
RE: Time Off in Emergency During Floods

M.S. 43A.05, Subd. 4 authorizes the Commissioner of Employee Relations to grant paid emergency leave to employees beyond 16 compensated hours in exceptional situations. Because of the extraordinary circumstances created by the flooding crisis, I have extended emergency leave for employees through May 13, 1997.

Agencies may grant this leave to employees in situations where other solutions were not possible (reassignment to another agency or locations). Now that we have moved on to another phase of recovery, I am unable to further extend this emergency leave.

I would encourage you to be flexible for employees who have personal flood recovery issues. Employees with their supervisors' approval may use vacation, compensatory time or explore flexible work schedules where appropriate to cover time needed for clean-up.

Please notify supervisors in these affected areas as soon as possible. If you have any questions or concerns, contact me at 296-8366 or John Shabatura at 296-8273.

cc: Human Resource Directors