

**COMMENT DUE DATE: June 15, 2023**

**Date: June 5, 2023**

**Brent Oldland, Administrative Officer**  
**Holli Kyker, Programs Administrator**  
**Brandi Smith, Policy Specialist**

**405-522-6008**  
**405-982-2217**  
**405-982-2703**

It is important that you provide your comments regarding the **draft copy** of policy by the comment due date. Comments are directed to \*STO.LegalServices.Policy@okdhs.org.

**SUBJECT:**

**OKDHS Chapter 2. ADMINISTRATIVE COMPONENTS**

Subchapter 1. Human Resources Management

Part 1. Internal Human Resources

OKDHS:2-1-4 [AMENDED]

**(Reference WF 23-I)**

**SUMMARY:**

This Section now specifically applies to voluntary separations (including retirement). The revision codifies long-standing unofficial guidance that limited people to no more than 80 hours of Annual Leave during their final month of employment. Because it was only unofficial guidance, it was inconsistently applied across the agency. The importance of new appointees being able to benefit from the knowledge and experience of soon-to-be-former employees cannot be overstated. This revision acknowledges that importance and codifies opportunities for knowledge transfer.

## SUBCHAPTER 1. HUMAN RESOURCES MANAGEMENT

### PART 1. INTERNAL HUMAN RESOURCES

#### **OKDHS:2-1-4. Voluntary Separation**

Revised 11-14-225-31-23

~~(a) When Human Resource Management (HRM) receives~~ Upon receiving notice of an employee leaving Oklahoma Human Services (OKDHS) employment, ~~the HRM personnel designee~~ Human Resource Management (HRM) approves the separation in ~~Workday~~ the system.

(b) OKDHS employees pending voluntary separation from OKDHS may not take more than 80 hours of Annual Leave during their final month of employment with OKDHS unless approved by the division director or designee. The reasons for this specific exception to the general process regarding approval of Annual Leave in OKDHS:2-1-35 are to ensure an adequate knowledge transfer from the separating employees to other employees which will help facilitate continuity of operation and additional business needs of OKDHS.