



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Emergency Leave, Disaster Service Volunteer Leave, and Emergency and Rescue Leave

Policy Number: 50

Authority: Ark. Code Ann. § 12-85-102 and § 21-4-104; [Governor's Executive Orders](#)

Effective Date: July 1, 2025

This policy establishes various leave types available to state employees either resulting from severe weather-related damage to their residence or allowing them to assist with other disaster or rescue services.

Emergency Paid Leave

Governor's Executive Order authorizes executive branch Cabinet Secretaries and Independent State Agency Directors to grant emergency paid leave to their employees who suffer the loss of, or substantial damage to, their principal place of residence due to tornadoes, high winds, rain, flooding, or other severe weather conditions. Emergency paid leave may not exceed forty (40) hours. Secretaries and Directors may only grant this leave to employees whose principal residence is in a county that the Governor has declared a disaster area because of severe weather.

Departments and agencies are responsible for maintaining records of the amount of emergency paid leave approved and forward their reports to the Office of Personnel Management.

Employees may use additional earned leave time after exhausting the emergency paid leave if approved by the Secretary or Director.

State employees receiving emergency paid leave shall use the leave code 'Governor Proclamated Lve'.

Disaster Service Volunteer Leave

A state employee may be granted fifteen (15) working days of paid leave in a calendar year to participate in specialized disaster relief. The employee shall receive their regular rate of pay during the leave of absence. The leave is without loss of seniority, pay, annual leave, sick leave, compensatory time, offset time, or overtime wages. To be eligible, the employee must:

1. Be trained and certified as a disaster service volunteer by the American Red Cross;
2. Have specialized disaster relief services that are requested by the American Red Cross in connection with a disaster; and
3. Obtain consent from the Department Secretary or Agency Director.

Leave shall only be granted for disaster relief services occurring within Arkansas or states contiguous to Arkansas. The number of state employees certified as disaster service volunteers shall not exceed 100 at any one time.

State employees receiving disaster service volunteer leave shall use the leave code 'Disaster Service'.



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Emergency Leave, Disaster Service Volunteer Leave, and Emergency and Rescue Leave

Policy Number: 50

Authority: Ark. Code Ann. § 12-85-102 and § 21-4-104; [Governor's Executive Orders](#)

Effective Date: July 1, 2025

Emergency and Rescue Services

A state employee who is a member of the following is entitled to fifteen (15) working days of paid leave in a calendar year to participate in a training program or in emergency and rescue services:

1. The United States Air Force Auxiliary Civil Air Patrol or the United States Coast Guard Auxiliary. The leave must be at the request of the employee's wing commander, the wing commander's designated representative, or District 15 Captain; or
2. The National Disaster Medical System, a Disaster Mortuary Operational Response Team, or a Disaster Medical Assistance Team, of the Office of Emergency Management of the Office of the Assistant Secretary of Preparedness and Response of the United States Department of Health and Human Services. The absence must be in response to a United State Department of Health and Human Services National Disaster Team Alert Order.

The employee shall receive their regular rate of pay during the leave of absence. The leave is without loss of seniority, pay, annual leave, sick leave, compensatory time, offset time, or overtime wages. For purposes of computing eligibility for retirement benefits, the leave is considered continuous service. If requested by the employee, the department or agency shall continue its contribution of any life or disability insurance premiums during the leave.