



PERSONNEL CABINET

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Erwin Roberts
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MEMORANDUM

PERSONNEL MEMO 05-15

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM: Erwin Roberts, Secretary *ER*

DATE: September 2, 2005

SUBJECT: Executive Order #2005-927 – Activation of the Kentucky National Guard Governor's Request Leave (914)

Pursuant to Executive Order #2005-927 which authorizes the Adjutant General to issue active duty orders for the mobilization of National Guard personnel, and pursuant to the Emergency Management Assistance Interstate Mutual Aid Request from the State of Louisiana, all state employees having been issued such orders respective thereto shall be placed on Governor's Request Leave. Such employees shall attach a copy of their individual orders, furnished by their unit, to their timesheet to support use of the Governor's Request Leave. Such leave shall be coded on timesheets at 914. Said orders shall contain the individual's name, and dates required to report to duty, which should be checked against the individual's timesheet.

Employees placed on Governor's Request Leave (914) shall continue to receive full state benefits including wage compensation, health & life insurance, and worker's compensation. Should such employee become injured while on Governor's Request Leave in the performance of their official duties said employee shall be covered by Kentucky's Worker's Compensation.

If you have any questions regarding the Governor's Request Leave policy, please direct them to Mary Elizabeth Harrod, Director, Division of Employee Management, in the Personnel Cabinet at (502) 564-6464.