

ANDY BESHEAR
GOVERNOR




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MEMORANDUM

PERSONNEL MEMO 22-01

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators

From: Gerina D. Whethers, Secretary 

Date: January 3, 2022

Re: **Western Kentucky Tornado Response – 480 Comp Accrual**

To assure consistency in our personnel policies, protocols, and HR applications across the enterprise, and as a follow-up to Governor Beshear’s Executive Order 2021-923, declaring a State of Emergency in response to the tornado destruction in Western Kentucky, please be advised of the following:

The unclassified service leave regulation (101 KAR 3:015, Section 5(1)(f)) limits the maximum amount of compensatory leave that may be carried forward from one pay period to the next to 240 hours for policy-making positions. During the State of Emergency, the maximum amount of compensatory leave that may be carried forward by unclassified employees in policy-making positions shall be increased to 480 hours for any hours worked in support of the response to the tornado destruction in Western Kentucky. This directive pertaining to 480 hours shall be retroactive to December 11, 2021, the commencement date of the State of Emergency. Any compensatory time accrued up to 480 hours shall not lapse upon expiration of the State of Emergency or rescission of this directive.

HR Administrators will be receiving detailed guidance for implementing these changes, following the distribution of this memo. If you have any questions, please contact Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, at (502) 564-7571.