

From: Trevor Harms <tharms@sai.ok.gov>
Sent: Monday, April 28, 2025 10:18 AM
To: Buchanan, Rick <rick.buchanan@oklahomacounty.org>
Subject: Oklahoma County Administration Leave

Good morning Rick,

Our recommendation over the Oklahoma County administrative leave situation would be to add subcodes into executime to detail out what administrative leave can be used for, such as COVID, Cooling Off Period, and any other categories that are determined to be allowable. We would recommend that the DA's office approve the list of subcodes to ensure that they would be allowed by state statutes. We would also recommend that these subcodes be detailed out in the County Handbook. Please let me know if you have any other questions.

Thank you,



Trevor Harms
CAD Supervisor

Oklahoma State Auditor & Inspector's Office
Phone: (405) 713-1380
www.sai.ok.gov