



Memo

Cherokee Nation

Corey Bunch, Chief of Staff

Janees Taylor, Treasurer

To: Samantha Hendricks, Human Resources Executive Director

From: Chuck Hoskin, Jr., Principal Chief

CC: Cabinet and Sub-Cabinet Officials; Executive Officers

Date: May 14, 2024

**Administration Memorandum Providing Administrative Leave for the Purpose of
Remember the Removal Program Participants and Staff who are Employees of the
Cherokee Nation**

Policy:

It is the policy of the Cherokee Nation to grant leaves of absence for certain situations, conditions and circumstances provided they meet the guidelines set forth in Chapter V; Subsection E; Leaves of Absence; Time-Off Benefits policy chapter of the Human Resources Policy Manual.

Purpose:

The purpose of this memo is to provide a standing written request to the Executive Director of Human Resources to grant administrative leave to any employee who is selected as a Remember the Removal program participant and/or detailed to provide program staffing support, not defined as regular job duties, for the duration of the program while on travel to and from Tahlequah, the capital city of the Cherokee Nation.

Objective, Eligibility and Process:

The eligibility process to receive Administrative Leave for participating in the RTR program shall be prescribed by this memorandum, per the following guidelines:

A) Employees who are concurrently Program Participants:

Individuals who are employed by the Cherokee Nation and have concurrently been selected to participate in the program as meet the criteria set forth by Remember the Removal Bike Ride, Education Departmental policy.

B) Employees detailed to serve as program personnel outside the functions of regular job descriptions:

Historically, some employees have provided volunteer staffing to accomplish occasional tasks and provide necessary staff support for the duration of travel that could not be defined as functions of their regular job descriptions. Moving forward, on a yearly basis, the RTR Advisory Committee shall submit names of the employees required as program personnel to the Office of the Principal Chief for transmission to the Executive Director of Human Resources.

C) Ineligible:

The Cherokee Nation RTR Coordinator, RTR Advisory Committee Members and employees detailed as a function of their job description are exempt from receiving the Administration Leave provided by this memorandum.

Effective

Effective immediately, following the issuance of this memorandum.
Implementation of the Administrative Leave shall be inclusive of the 2024 Remember the Removal Bike Ride program participants.

Wado,



Chuck Hoskin Jr.
Cherokee Nation Principal Chief