



HO-CHUNK NATION

OFFICE OF THE PRESIDENT

Executive Order 5-6-14

Employees of the Ho-Chunk Nation:

The Nation's Employee Relations Act of 2005, reads:

25. Administrative Leave. *Administrative leave status or normal work curtailment may be granted to employees by the Office of the President. Administrative Leave may be used for inclement weather conditions, hazardous working conditions, voting purposes, blood drives and other exceptional circumstances. Administrative Leave is considered unpaid leave unless otherwise specified in the Executive Order, Legislative Order, or Judicial Order.*

Therefore, I, President Jon Greendeer authorize two (2) hours of paid administrative leave for WIC participants to attend their WIC appointments. All participants must adhere to the following guidelines:

All employees taking administrative leave to attend WIC clinics held through Ho Chunk Nation Department of Health are responsible for the following:

1. Obtain approval for administrative leave according to Policy and Procedure.
2. Determining attendance is the employee and supervisor's responsibility.
3. Must register with CHR's at each location to schedule appointments.
4. Must complete entire WIC process providing all necessary documentation.
5. Must sign on the Employee-Administrative Leave Registration sheet provided by the CHR at each location and provide the following:
 - **Printed name**
 - **Department name**
 - **Supervisor**
 - **Supervisor's location of office**
 - **Signature**
6. Must sign out on the Employee-Administrative Leave Registration sheet at the end of WIC appointment identifying proof of attendance per presentation.

WIC CHR Staff is responsible for the following:

1. All sign in sheets will be forwarded to CHR supervisor at the end of the business day following WIC who will keep electronically or paper file for one year in case supervisor contacts WIC to verify attendance.
2. Staff will not be in violation of HIPAA for informing supervisor verification on attendance.

WIC Staff is not responsible for the following:

1. It is not the responsibility of staff to provide information about any employee's administrative leave associated with these visits to supervisors other than verifying attendance.
2. It is not the WIC staff's responsibility to determine and/or administer repercussions if an employee who is taking administrative leave to attend WIC clinics and does not follow the rules listed above.

Thank you,

Jon Greendeer

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Ho-Chunk Nation President