

CIRSC Activities and Approved Administrative Time

ACTIVITY	COMMITTEE	DATE	APPROVED ADMIN (front line employees)
Asian/Pacific Amer. Heritage	Special Emphasis	May	Up to 59 minutes
Black History Month	Special Emphasis	February	Up to 59 minutes
Blood Drive	Labor Relations	February, September	Up to 4 hours (NTEU contract)
Career Fair	Business Unit	Anytime	30 minutes, plus travel
Charities Food Drive	Campus Committee	March/April	None
Christmas Family	Campus Committee	December	None
CIRSC Employee of Year	SBSE Communications	January	Up to 59 minutes
Combined Federal Campaign	Campus Committee	September - October	Mgr's discretion (canvassers)
Community Care Day	Campus Committee	September	Mgr's discretion (canvassers)
Disability Employment & Aware	Special Emphasis	October	Up to 59 minutes
Diversity Day	EEO	June	Up to 59 minutes
Employee Appreciation	Campus Committee	Annually	30 minutes
Financial Counseling	Per Contract	Per calendar year	***See note below***
Flu Shots	Federal Occupational Health - FOH	Nov, Dec	Up to 59 minutes (Health Unit)
Great American Clean-Up	Campus Committee	April	None
Health Assessments	Federal Occupational Health - FOH	September	29 minutes
FEHB Health Fair	Labor Relations	September	30 minutes
Health Insurance Fair	Per Contract	November	***See note below***
Reviewing Health Benefits	Per Contract	Per calendar year	***See note below***
Hispanic Heritage Month	Special Emphasis	September - October	Up to 59 minutes
Holiday Luncheon		December	59 minutes
Labor Recognition Week	NTEU	September - October	59 minutes
Life Insurance	Campus Committee	April - June	None
Mammogram Exams	Federal Occupational Health - FOH	May - June	None
Martin Luther King, Jr.	Special Emphasis	January	Up to 59 minutes
Native/American Heritage	Special Emphasis	November	Up to 59 minutes
Oklahoma Remembrance	Campus Committee	April	Moment of Silence
Administrative Professionals Week	Campus Committee	April	59 minutes - Mgr's discretion
Retirement Seminars		Random	8 hours
Retirement Counseling (supplement)	Per Contract	Per calendar year	***See note below***
Savings Bond Campaign	Campus Committee	Any time	None
Federal Service Excellence Awards	Federal Executive Board	April	59 minutes (for Nominee)
Team Spirit Day	Campus Committee	March - April	None
Thrift Savings Plan	Campus Committee	April - June , November-Jan	None
Veteran's Day	Campus Committee	November	None
Women's Equality Day	Special Emphasis	August	None
Women's History Month	Special Emphasis	March	Up to 59 minutes
9-11 Remembrance	Campus Committee	September	Moment of Silence

Note: Per the contract, if workload permits, employee may choose from the four *** activities above and attend as many as they want provided they do not exceed the four hours total time provided per year.

May 05