



JOB AIDS AND RESOURCES

Types of Service (Adjusted Service Date for Layoff vs. Leave Earning)

| Types of Service to Count for Adjusted Service Dates for Layoff and Leave Accrual | Earned Prior to 1/1/83 Counts for | Earned On or After 1/1/83 Counts for |
|---|-----------------------------------|--------------------------------------|
| Classified full-time or part-time: Probational Appointment Job Appointment Permanent Appointment | Layoff & Leave Accrual | Layoff & Leave Accrual |
| Classified full-time or part-time restricted or provisional appointments that were converted to probational or job appointments in the same agency with the same job title and with NO break in service | Layoff & Leave Accrual | Layoff & Leave Accrual |
| Classified full-time or part-time restricted or provisional appointments that were NOT converted to probational or job appointments in the same agency or where the employee moved to a different job title or had a break in service | Layoff & Leave Accrual | Leave only |
| Classified or unclassified state service on a part-time intermittent (i.e., when actually employed-WAE) appointment | Layoff & Leave Accrual | Leave only |
| Absence from state service of not more than one year as a result of a layoff of an employee with permanent status | Layoff & Leave Accrual | Layoff & Leave Accrual |
| Any military duty that interrupts Classified employment, including military service consisting of active duty in the Armed Forces of the U.S. for not more than 6 years of voluntary service or an indefinite time of involuntary service | Layoff & Leave Accrual | Layoff & Leave Accrual |
| Separations of not more than 30 days from the Classified service excluding breaks between emergency and/or restricted appointments and/or multiple restricted appointments | Layoff & Leave Accrual | Layoff & Leave Accrual |
| Periods of time that the layoff avoidance measures stated in CS Rules 17.6-17.8 are in effect for full-time employees shall count as full-time employment | Layoff & Leave Accrual | Layoff & Leave Accrual |
| All authorized PAID leave | Layoff & Leave Accrual | Layoff & Leave Accrual |
| State service earned before retirement in any state retirement system by an employee who is rehired into state service after such retirement | Leave only | Leave only |
| Unclassified state service acquired by an unclassified employee relative to his being brought into the classified service under the provisions of CS Rule 24.2 | Layoff & Leave Accrual | Layoff & Leave Accrual |
| First 30 days of authorized leave without pay per calendar year | Layoff & Leave Accrual | Layoff & Leave Accrual |

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| Any authorized leave without pay > 30 days per calendar year | Layoff & Leave Accrual | Leave only |
| Leave without pay to hold an unclassified job , position or office within the state | Layoff & Leave Accrual | Layoff & Leave Accrual |
| Leave without pay for military purposes as provided for in CS Rule 11.26 | Layoff & Leave Accrual | Layoff & Leave Accrual |
| Leave without pay if authorized for education purposes and approved by the Director. Such education must be required by the agency, pertinent to the job or the needs of the agency, and full-time as defined by the educational institution attended, except that the final semester’s work toward a degree need not be full-time. | Layoff & Leave Accrual | Layoff & Leave Accrual |
| <p>Unclassified State Service - The following are considered unclassified state service:</p> <ul style="list-style-type: none"> • All employees of parish and state school boards. Public school teachers, teachers’ aides, food service workers, bus drivers, custodial workers, and other nine- and ten-month employees should be credited with a full year of service, except when they resign at the end of a school term, that school term shall only count for the months actually worked. Substitute teachers are only credited with the days actually worked. • State Board or Commission members. For these positions, only duty status hours are creditable (i.e., hours the official meetings are attended) • Department or agency heads appointed by the Governor • Student employees appointed under the provisions of CS Rule 1.5.1 (Bona Fide Student) or Rule 4.1(d)2 • Employees of: Sheriff’s offices (except Orleans Parish) Clerks of Court offices District Attorneys’ offices State District Courts Offices (including civil and criminal courts of Orleans) Registrars of Voters offices Assessor’s offices Coroners offices Special School Districts The Legislature | Layoff & Leave Accrual | Leave only |