



Louisiana
SCS
State Civil Service

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HR Handbook Update No. 2015 – 0008

Issue Date: September 8, 2015

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapter 11

REASON FOR THE UPDATE: To update information on payment of leave upon separation from a job appointment, as well as clarification about donations to an agency's crisis leave pool.

EFFECTIVE DATE: August 8, 2015

This update is intended to clarify issues dealing with the payment of annual leave to an employee who moves between job appointments within the same agency, as well as the agency's obligations related to the payment or transfer of annual leave. Additionally, this update provides information regarding the donation of annual leave to a crisis leave pool.

Rule by Rule Summary:

SCS Rule 11.10 – Revised to include information about employees ending one job appointment and starting another within the same agency, and the associated impact on the annual leave payout in this situation. Leave balances for employees moving from one job appointment to another within the same agency shall be transferred and not paid out to the employee.

SCS Rule 11.34 – Revised to state the SCS Director's policy that a donation of annual leave to a crisis leave pool by the employee is irrevocable, as well as to include information about the optional "Crisis Leave Donation Certification Form."

Form Creation:

As a best practice resource, agencies may elect to include the "Crisis Leave Donation Certification Form" with their approved agency crisis leave policies, and ensure that employees complete the form when donating annual leave to the crisis leave pool.

If you have any questions regarding these updates, please contact your Employee Relations Consultant at 9225) 342-8274.

Sincerely,

Byron P. Decoteau Jr.
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