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DATE: October 23, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Ebola Virus Disease - Sample Policy

State Civil Service is issuing this sample policy to assist agencies in compliance with the Governor's Executive Order 14-13 concerning an employee policy on voluntary travel to a country designated by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease.

The issuance of this sample policy is not intended to require agencies to have a policy, only to provide possible guidance in the drafting of the policy.

This sample policy complies with all Civil Service Rules for classified employees, addresses the requirements of Executive Order 14-13, and can be used for all employees, i.e. classified, unclassified, full-time, part-time, and student workers, etc.

[Ebola Virus Disease - Sample Policy](#)

If you have any questions concerning this sample policy or need assistance with your policy, please contact Adrienne Bordelon, General Counsel at 225-342-8272.

Sincerely,

s/Shannon S. Temple
Director