



Louisiana  
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State Civil Service

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**DATE:** June 7, 2016

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Adjusted Service and Leave Date Calculator

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State Civil Service has developed a calculator to assist agency human resources personnel with the calculation of state service for the purpose of layoff (Adjusted Service Date) and state service for the purpose of earning leave (Leave Service Date). This tool is an improvement on the former methodology of calculating leave which was done by hand, and which was limited in that it was based on a 360-day year rather than a 365-day year. Use of the calculator will provide the most accurate calculation of adjusted service which is critical when determining movements in a layoff process. As such, **effective July 1, 2016**, the use of the Adjusted Service and Leave Date calculator will be mandatory for determining the adjusted service date of impacted employees before a layoff plan has been submitted to SCS for review and approval. Agency personnel will not be required to recalculate the adjusted service date for employees who are not in the impacted fields.

The new calculator is located on the SCS website under the [HRInfo Portal](#). Agency personnel will need a username and password to access this page. To obtain a username and password, please contact Karen Clark in the MIS Division at (225) 342-8286 for assistance.

[Instructions](#) have been provided to assist with the use of the calculator. We encourage you to log into the HR Portal to watch the [video demonstration](#) of the calculator and its capabilities.

If you have questions regarding the use of the Adjusted Service and Leave Service Date Calculator, please contact Jason Chapman in the Employee Relations Division at [jasonk.chapman@la.gov](mailto:jasonk.chapman@la.gov) or (225) 342-8274.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director