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GENERAL CIRCULAR NUMBER 2016-021

DATE: August 17, 2016

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2016 FLOODING – Office Closure and Leave Issues

We are issuing this general circular to assist you with issues that may come up as a result of the unprecedented flooding. You may expect additional circulars in the coming days.

DISPLACED STATE EMPLOYEES

We are asking displaced state employees who cannot get in touch with their agency to call us at (225) 342-8272 or email SCSInfo@la.gov. We will obtain the employee's name, agency, and current location and phone number. Any information we receive will be forwarded to the appropriate agency contact.

CURRENT OFFICE CLOSURES

As of Wednesday, August 17, state government offices are closed in the following parishes: Acadia, Allen, Ascension, Assumption, Avoyelles, Cameron, East Baton Rouge, East Feliciana, Evangeline, Iberia, Iberville, Jefferson Davis, Lafayette, Livingston, Pointe Coupee, St. Charles, St. Helena, St. James, St. John the Baptist, St. Landry, St. Martin, St. Tammany, Tangipahoa, Vermilion, Washington, West Baton Rouge and West Feliciana.

State employees should be aware of the following phone numbers to call, which will be updated with information regarding office closures: 1-800-360-9660 or (225)342-0498. Please continue to monitor updates from the Commissioner of Administration for any additional closures that may occur.

RULES AND POLICIES ON LEAVE FOR UNCLASSIFIED SERVICE

Gov. Edwards has issued [Executive Order JBE 16-48](#) on Rules and Policies on Leave for Unclassified Service. No permanent rules or policies on annual, compensatory, sick,

special, military, and other leave exist for certain officers and employees who are in the unclassified service of the state; therefore, unclassified employees should follow the rules and polices set forth in this order.

SPECIAL LEAVE, OFFICIAL CLOSURE, AND WORK LOCATION FOR CLASSIFIED EMPLOYEES

Civil Service Rules require granting of special leave during office closures in those areas where offices are closed, and overtime compensation to those who work during office closures in the closure areas.

After offices reopen, **we remind all appointing authorities that special leave may be granted for a classified employee if the appointing authority determines that**

1. **an act of God prevents the employee from performing his/her duty or**
2. **because of local conditions it is impracticable for the employees in such locality to work.**

(See [Civil Service Rule 11.23 \(d\) and \(g\)](#)).

Because of budgetary constraints, it may not be possible to continue to extend special leave to large numbers of employees. An appointing authority may continue to grant special leave to employees on a case-by-case, as needed basis.

The use of special leave maintains employees on the payroll with full benefits with no reduction of the employee's annual, sick or compensatory leave balances.

During a closure, the appointing authority can direct an employee to work in other locations not affected by the closure. Employees must report as directed. Employees who are directed to work in other work locations not affected by the closure are in regular duty status. State travel regulations will apply. They can be read at www.doa.la.gov/pages/osp/Travel/Index.aspx.

We express our sincere sympathy to all of you who are suffering through this catastrophe and encourage all classified state employees on special leave to volunteer to help others if able.

Sincerely,

s/Byron P. Decoteau, Jr.
Director