



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2019-013

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**DATE:** April 22, 2019

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

**SUBJECT:** Office Closure On A Designated Holiday

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The purpose of this general circular is to address questions regarding how to properly compensate an employee and code his time if an office closure is declared on his designated holiday.

[La. R.S. 1:55.B\(1\)\(a\)](#) identifies Good Friday as a legal holiday which “shall” be observed by departments of the state. For an employee working a flexible schedule, Friday, April 19th, may have been a regular day off. In such a case, [La. R.S. 1:55.B\(4\)](#) provides that the employee’s holiday “shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated by the head of the agency.”

Because Thursday, April 18th was declared a state-wide office closure due to inclement weather, questions have arisen regarding how to properly compensate an employee and code his time where the agency head scheduled Thursday, April 18th, as the designated holiday. Considering applicable law and Civil Service Rules:

- An employee who was scheduled to be off on Thursday, April 18th, for a designated holiday should be placed in LSOC status. His designated holiday should become Monday, April 22nd, in compliance with the statutory requirement that the designated holiday be the “closest regularly scheduled workday”.
- If the employee had Monday, April 22nd as his originally scheduled or “substitute” designated holiday, the employee should be coded off for the holiday and receive the day off.
- If the agency head did not have the opportunity to designate April 22nd as the “substitute” holiday for an employee originally scheduled to be off on Thursday, April 18th, and the employee reported for duty on Monday, April 22nd, April 22nd should be coded as the employee’s holiday and the employee should be compensated for working

on the holiday in accordance with his FLSA status, as required by agency policy and the Civil Service Rules.

Should you have any questions regarding this general circular, please contact your agency's general counsel, or Sherri Gregoire, SCS General Counsel, at [sherri.gregoire@la.gov](mailto:sherri.gregoire@la.gov) or (225) 342-8272.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director