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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: COVID-19 – No. 25: Entry Guidance for SCS Rule 11.35 Special Leave Related to COVID-19 Health Pandemic for LaGov HCM Paid Agencies

Two new special leave codes are now available for use in LaGov HCM for those employees who are eligible and to which an appointing authority chooses to grant such special leave under the provisions of SCS Rule 11.35(b) and 11.35(c).

SCS Rule 11.35(b):

(b) An appointing authority may grant time off without loss of pay, annual leave or sick leave to any healthcare provider or emergency responder who was exempted from the Families First Coronavirus Response Act by the Governor's Proclamation Order No. 43 JBE 2020 Section 4 and who has tested positive for COVID-19 or who has been advised by a healthcare provider to self-quarantine related to COVID-19, or experiencing COVID-19 symptoms and is seeking medical diagnosis.

Such special paid leave shall not extend beyond 15 working days and will be in addition to any other leave benefits afforded by law.

For eligible employees, the “**Special Leave-Public Health**” (LSPH) leave code is now available for use. This special leave code also requires the establishment of a corresponding quota bucket, which stores the number of total hours of special leave that may be granted to an eligible employee. To attribute the correct amount of hours for which an employee is eligible, multiply the hours in the employee’s normal work shift by the number of working days covered under the rule.

This bucket will automatically populate 120 hours, which assumes an eight-hour workday multiplied by 15 days allowed by this rule. These quota bucket hours can be edited to accommodate any variety of work shift hours.

SCS Rule 11.35(c):

(c) An appointing authority may grant time off without loss of pay, annual leave or sick leave to an asymptomatic employee who is directed by the appointing authority to be tested for COVID-19 and/or self-quarantine after being exposed through close contact to an individual with a confirmed positive COVID-19 diagnosis.

Such special paid leave shall not extend beyond 14 calendar days as recommended by the Centers for Disease Control and Prevention. Once the employee develops symptoms of illness or is confirmed with a positive COVID-19 diagnosis, he shall immediately be placed in an appropriate leave status, including leave without pay if the employee has exhausted both annual leave and sick leave.

For eligible employees, the **“Special Leave-Quarantine” (LSQT)** leave code is now available for use. This special leave code does **not** require the establishment of a quota bucket and LaGov HCM entry is identical to that of existing special leave provisions. State Civil Service recommends human resources staff implement tracking measures for this special leave type to ensure adherence to the 14-calendar day limit.

Technical instructions will be forthcoming from OTS Listserv for specific LaGov HCM entry guidance.

If you have any questions in regards to applicability, please contact your Agency Relationship Manager.

Sincerely,

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