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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Entry Guidance for SCS Rule 11.13(b) Sick Leave Usage for LaGov HCM Paid Agencies

A new leave code is now available for use in LaGov HCM for those employees who are granted the use of sick leave, in lieu of annual leave, to care for an immediate family member under the provisions of SCS Rule 11.13(b).

SCS Rule 11.13(b):

(b) In lieu of requesting annual leave, an employee who has sufficient leave to his credit may request sick leave for necessary absence from duty for the following reasons:

- 1. Illness, or injury of an immediate family member which necessitates the absence.*
- 2. Medical, dental, or optical consultation or treatment for immediate family members when it is not possible to arrange such appointments for non-duty hours.*

Leave under this subsection may only be used when approved by the appointing authority or his designated representative.

Should an appointing authority grant the use of sick leave to an employee under the provisions of this rule, the "Sick Leave Immediate Family Member" (LBIF) code shall be used. This code will charge the employee's available sick leave balance and functions the same as the regular "Sick Leave" (LB) code.

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