



Types of Service Which Count for Leave Accrual

Classified full-time or part-time:

Probational Appointment

Job Appointment

Permanent Appointment

Classified full-time or part-time **restricted** or **provisional** appointments that were converted to probational or job appointments in the same agency with the same job title and with NO break in service

Classified full-time or part-time **restricted** or **provisional** appointments that were NOT converted to probational or job appointments in the same agency or where the employee moved to a different job title or had a break in service

Classified or unclassified state service on a part-time intermittent (i.e., when actually employed-WAE) appointment

Absence from state service of **not more than one year** as a result of a **layoff** of an employee with permanent status

Any **military duty** that interrupts Classified employment, including military service consisting of active duty in the Armed Forces of the U.S. for not more than 6 years of voluntary service or an indefinite time of involuntary service

Separations of **not more than 30 days** from the Classified service excluding breaks between emergency and/or restricted appointments and/or multiple restricted appointments

Periods of time that the **layoff avoidance measures** stated in CS Rules 17.6-17.8 are in effect for full-time employees shall count as full-time employment

All authorized **PAID** leave

State service earned before **retirement** in any state retirement system by an employee who is rehired into state service after such retirement

Unclassified state service acquired by an unclassified employee relative to his being brought into the classified service under the provisions of **CS Rule 24.2**

Any authorized **leave without pay** (not more than 30 days) per calendar year

Leave without pay to hold an **unclassified job**, position or office within the state

Leave without pay for **military purposes** as provided for in CS Rule 11.26

Leave without pay if authorized for **education purposes** and approved by the Director. Such education must be required by the agency, pertinent to the job or the needs of the agency, and full-time as defined by the educational institution attended, except that the final semester's work toward a degree need not be full-time.

Unclassified State Service - The following are considered unclassified state service:

- **All employees of parish and state school boards.** Public school teachers, teachers' aides, food service workers, bus drivers, custodial workers, and other nine- and ten-month employees should be credited with a full year of service, except when they resign at the end of a school term, that school term shall only count for the months actually worked. Substitute teachers are only credited with the days actually worked.
- **State Board or Commission members.** For these positions, only duty status hours are creditable (i.e., hours the official meetings are attended)
- **Department or agency heads** appointed by the Governor
- **Student employees** appointed under the provisions of CS Rule 1.5.1 (Bona Fide Student) or Rule 4.1(d)2
- **Employees of:**
 - Sheriff's offices (except Orleans Parish)
 - Clerks of Court offices
 - District Attorneys' offices
 - State District Courts Offices (including civil and criminal courts of Orleans)
 - Registrars of Voters offices
 - Assessor's offices
 - Coroners offices
 - Special School Districts
 - The Legislature
 - Members of the Louisiana military or naval forces; including those employees in the Military Department of the State of Louisiana who are members of the Louisiana National Guard or Louisiana State Guard, either active or retired.
- **State Universities, Technical or Community College**