



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111

225.342.8274

scsinfo@la.gov
civilservice.la.gov

HR Handbook Update No. 2023-0004

DATE: August 11, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapters 11, 15, and 23

REASON FOR UPDATE: To provide additional clarification within Chapter 11 regarding the calculation of leave payback when an employee separates and is re-employed in the classified service, and the application of immediate family member within the rule. Information regarding necessary documentation for any authorized leave has been added to Chapters 11 and 15. Updated SCS Director Approval of Detail to Special Duty form found in Chapter 23. The updated form includes routine questions needed to streamline the approval process.

EFFECTIVE DATE: August 14, 2023

This notice is to inform agencies of the following updates:

[Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave](#)

- **Rule-by-Rule Updates**

- **11.10(e) Payment of Annual Leave Upon Separation:** Provided a new note box to explain how to calculate the amount of leave an employee shall repay if separated and then re-employed in the classified service.
- **11.13(b) Use of Sick Leave:** New note box to refer agencies to Rule 1.15.2.4 regarding the definition of an immediate family member and indicating there is no age limit as it relates to the use of sick leave.
- **11.23(d) and (g) Emergency and Special Leave:** New note box reminding agencies to maintain documentation.

[Chapter 15: Effecting and Reporting Actions](#)

- **Rule-by-Rule Updates**

- **15.5 Leave Records:** Provided examples and clarification of documentation required for leave usage.

[Chapter 23: Appointments](#)

- **Updates to Request for SCS Director Approval of Detail to Special Duty form**
 - Added additional fields of routine questions in an effort to streamline the approval process

If you have any questions, please contact [Elizabeth Montalbano](#), HR Program Support Division Administrator, or [Melinda Robert](#), Compliance and Audit Division Administrator.

Sincerely,

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