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DATE: December 28, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Entry Guidance for SCS Rule 11.36 Parental Leave Usage for LaGov HCM Paid Agencies

Effective January 1, 2024, three (3) new special leave codes are available for use in LaGov HCM for employees who are granted the use of parental leave under the provisions of Civil Service Rule 11.36.

A 240-hour parental leave quota bucket must be established prior to coding any parental leave. After the 240-hour parental leave quota bucket is established on the employee's record, only one of three (3) special leave codes shall be used which correspond to the qualifying events listed in SCS Rule 11.36(b):

1. Birth of a child
 - Use special leave code "LSPB"
2. Placement of a child under the age of 18 with the employee for adoption
 - Use special leave code "LSPA"
3. Placement of a child under the age of 18 with the employee for foster care
 - Use special leave code "LSPF"

These codes will both compensate the employee and reduce the available balance of the 240-hour parental leave quota bucket. Depending on the circumstances of the qualifying event, an employee may not use the entire 240-hour parental leave quota amount.

Technical instructions will be available in an upcoming Office of Technology Services (OTS) Listserv for specific LaGov HCM entry guidance. For assistance with entry, agency human resources staff can contact the OTS Helpdesk by submission of a [Help Desk Ticket](#).

For LaGov Non-Paid Agencies, including Paper Agencies and Non-LaGov (Interface) Agencies, parental leave usage must be denoted within each agency's human resources information system (HRIS) and made available for reporting purposes.

To view parental leave FAQs, documents and templates, and a downloadable informational infographic, please visit the [Parental Leave Resources](#) page.

If you have any questions regarding this General Circular or the applicability of this rule, please contact SCSInfo@la.gov.

Sincerely,

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