



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@civilservice.la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2026-027

DATE: June 5, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Amendments to Civil Service Rules 11.23.1 and 11.23.2, and Proposed Adoption of Civil Service Rule 11.37

Please refer to [General Circular 2026-030](#) for the Supplemental Promulgation of Rule 11.37.

The State Civil Service Commission will consider proposed changes to Chapter 11 of the State Civil Service Rules at its regularly scheduled business meeting on Wednesday, July 1, 2026. The meeting will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana, at 9 a.m. Individuals who wish to comment should provide feedback prior to the meeting in writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111. Comments may also be directed to the attention of the civilservicecommission@civilservice.la.gov.

Please see the attachment for details of the changes to Chapter 11.

Sincerely,

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



STATECIVILSERVICE

Proposed Amendment to State Civil Service Rules

Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave

At the regularly scheduled business meeting on Wednesday, July 1, 2026, the State Civil Service Commission will consider proposed changes to Chapter 11 of the Civil Service Rules. Please refer to [General Circular No. 2026-027](#) for more information.

Proposed Effective Dates:

Civil Service Rules 11.23.1 and 11.23.2 will be effective upon the signature of the Governor.

The effective date for Civil Service Rule 11.37 will be set by the director following the signature of the Governor, no sooner than August 1, 2026.

Reason for the Changes:

The purpose of the amendments to Civil Service Rules 11.23.1 and 11.23.2 is to provide those employees who occupy job appointments the ability to be granted Funeral and Voting Leave.

The adoption of Civil Service Rule 11.37 is to provide the framework for leave for state employees who donate all or part of a liver, pancreas, kidney, intestine, lung, or bone marrow. This rule provides state employees with 30 calendar days of leave following the donation.

Please refer to [General Circular 2026-030 for the Supplemental Promulgation of Rule 11.37.](#)

Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave

1 **Rule 11.23.1 Funeral Leave**

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3 ~~Probationary and permanent employees~~ An employee serving with job appointment,
4 probationary, or permanent status may be granted time off without loss of pay, annual leave or
5 sick leave when attending the funeral or burial rights of a parent, step-parent, child, step-child,
6 brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grand-parent, or
7 grand-child; provided such time off shall not exceed two days on any one occasion.

8 9 **Rule 11.23.2 Voting Leave**

10
11 ~~A probationary or permanent employee~~ An employee serving with job appointment,
12 probationary, or permanent status may be granted time off without loss of pay, annual leave or
13 sick leave when voting in a primary, general or special election which falls on his regularly
14 scheduled work day, provided not more than two hours of leave shall be allowed to vote in the
15 parish where he is employed and not more than one day to vote in another parish.

16
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18 19 **Rule 11.37 Organ Donor Leave**

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21 (a) Classified employees of a state agency who have been continuously employed by the
22 state for at least 12 months and who have actually worked at least 1250 hours in the 12
23 months immediately preceding the date of organ donation surgery shall be granted time
24 off without loss of pay, annual leave, compensatory leave or sick leave (“paid leave”), for
25 a period not to exceed 30 consecutive calendar days to donate all or part of a liver,
26 pancreas, kidney, intestine, lung, or bone marrow. The 30 calendar days shall commence
27 on the day immediately following the organ donation surgery.

28 29 (b) Compensation

- 30 1. Full-time active employees shall be compensated at the rate of 100% of their base
31 pay during the 30-calendar-day period.
32 2. Part-time active employees shall be compensated at the rate of 100% of their base
33 pay during the 30-calendar-day period based upon the employee’s average
34 number of hours worked in the six months immediately preceding the
35 commencement of the organ donation leave.

36 37 (c) Limitations

- 38 1. Employees utilizing organ donation leave shall follow their agency’s customary
39 leave practices. That is, as practicable, advance notice of leave needs shall be
40 provided and leave approved prior to use.

- 41 2. Eligible employees utilizing organ donation leave under circumstances also
42 qualifying under the Family and Medical Leave Act (“FMLA”) shall use FMLA leave
43 concurrently with organ donation leave.
44 3. Organ donation leave shall not be donated to another employee or leave pool.
45 4. Use of organ donation leave in accordance with this rule and agency policy shall
46 not have a negative impact on the employment relationship. Specifically,
47 employees shall not be discharged, demoted, suspended, threatened, harassed,
48 or discriminated against in any manner for requesting or utilizing organ donation
49 leave.
50 5. Employees not utilizing organ donation leave in accordance with this rule and/or
51 agency policy may be disciplined, including the possibility of separation or
52 dismissal.
53 6. Organ donation leave shall not extend the employment relationship.
54
55 (d) Policies
56 Agencies may adopt policies and procedures to give effect to the intent and purposes of
57 this rule. Except as necessary to do so, all provisions of the Civil Service Rules remain fully
58 applicable to employees authorized to use organ donation leave.