



Types of Service Credited for Layoff Purposes (Adjusted Service Date)

Revised 10/17

Types of Service to Count for Adjusted Service Dates for Layoff	Earned Prior to 1/1/83	Earned On or After 1/1/83
Classified full-time or part-time: Probational Appointment Job Appointment Permanent Appointment	YES	YES
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	YES	YES
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	YES	NO
Classified or unclassified state service on a part-time intermittent (i.e., when actually employed-WAE) appointment	YES	NO
Absence from state service of not more than one year as a result of a layoff of an employee with permanent status	YES	YES
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	YES	YES
Separations of not more than 30 days from the Classified service excluding breaks between emergency and/or restricted appointments and/or multiple restricted appointments	YES	YES
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	YES	YES
All authorized PAID leave	YES	YES
State service earned before retirement in any state retirement system by an employee who is rehired into state service after such retirement	NO	NO
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	YES	YES
First 30 days of authorized leave without pay per calendar year	YES	YES

Any authorized leave without pay > 30 days per calendar year	YES	NO
Leave without pay to hold an unclassified job , position or office within the state	YES	YES
Leave without pay for military purposes as provided for in CS Rule 11.26	YES	YES
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.	YES	YES
<p>Unclassified State Service - The following are considered unclassified state service:</p> <ul style="list-style-type: none"> • 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 	YES	NO
<ul style="list-style-type: none"> • Louisiana National Guard (only applies to employees that were full time with the La National Guard. 	YES	NO
<ul style="list-style-type: none"> • State Universities, Technical or Community Colleges 	YES	NO