



**Byron P. Decoteau, Jr., Director**

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## HR Handbook Update No. 2025-0004

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**DATE:** July 22, 2025

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Updates to HR Handbook Chapter 11

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**REASON FOR UPDATE:** To provide additional clarification of SCS Rule 11.10(e) regarding the calculation of leave payback when an employee separates and is re-employed in the classified service. This gives more clarification when calculations include holidays and office closures.

**EFFECTIVE DATE:** July 22, 2025

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: SCS Rule 11.10(e) Payment of Annual Leave Upon Separation:**
  - Updated the note box to provide guidance on calculating leave repayment for employees who are separated and later re-employed in the classified service, including how to account for holidays and office closures in the calculation.
  - Expanded the “Leave Repayment Example” table to include the Sit-out Period based on the employee’s work schedule (8, 9, 10, or 12 hours).

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