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GENERAL CIRCULAR NUMBER 2021-014

DATE: April 9, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Amendments to Chapter 11 of the Civil Service Rules

This general circular serves as notice of proposed amendments to Civil Service Rules 11.23, 11.26 and 11.35(d). The State Civil Service Commission will hold a public hearing regarding these proposals on Wednesday, May 5, 2021, at 9 a.m.

This hearing will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment on these proposed rules may do so at the public hearing, by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111, or by emailing the Civil Service Commission at civilservicecommission@la.gov. If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

Summary of Proposal

Please refer to the charts that follow for comparison between the current and proposed rule language.

CHAPTER 11: HOURS OF WORK, ANNUAL, SICK AND OTHER FORMS OF LEAVE	
CURRENT	PROPOSED
11.23 Civil, Emergency, and Special Leave	11.23 Civil, Emergency, and Special Leave
(i) The employee is a member of the National Guard and is ordered to active duty incident to local emergency, act of God, civil or criminal insurrection, civil or criminal disobedience, or similar occurrences of an extraordinary and emergent nature which threatens or affects the peace or property of the people.	(i) The employee is a member of the National Guard and is ordered to active duty incident to local emergency, act of God, civil or criminal insurrection, civil or criminal disobedience, or similar occurrences of an extraordinary and emergent nature which threatens or affects the peace or property of the people.

<p>(j) Engaged in the representation of a client in a criminal proceeding pursuant to an order of a court of competent jurisdiction, provided if compensation for such services is available from another source, he may not accept the special leave and the compensation.</p> <p>(k) The employee is a current member of a Civil Air Patrol and incident to such membership is ordered to perform duty with troops or participate in field exercises or training, except that such leave shall not exceed 15 working days in any one calendar year and shall not be used for unit meetings or training conducted during such meetings.</p>	<p>(j) Engaged in the representation of a client in a criminal proceeding pursuant to an order of a court of competent jurisdiction, provided if compensation for such services is available from another source, he may not accept the special leave and the compensation.</p> <p>(k) The employee is a current member of a Civil Air Patrol and incident to such membership is ordered to perform duty with troops or participate in field exercises or training, except that such leave shall not exceed 15 working days in any one calendar year and shall not be used for unit meetings or training conducted during such meetings.</p>
<p>11.26 Military Leave</p>	<p>11.26 Military Leave</p>
<p>The provisions of this rule shall apply to members of a Reserve Component of the Armed Forces of the United States who are called to duty for military purposes, and to members of National Guard Units which are called to active duty as a result of a non-local or non-state emergency.</p>	<p>The provisions of this rule shall apply to members of a Reserve Component of the Armed Forces of the United States who are called to duty for military purposes, members of the Civil Air Patrol who are ordered to duty, and to members of National Guard Units, which are called to active duty as a result of a local, state, non-local or non-state emergency.</p>
<p>11.35 Special Leave Related to COVID-19 Health Pandemic</p>	<p>11.35 Special Leave Related to COVID-19 Health Pandemic</p>
<p>(d)</p> <ol style="list-style-type: none"> 1. Subject to the limitations set forth herein, Appointing Authorities may grant paid leave of up to 80 hours for a full-time employee through September 30, 2021 for any one or a combination of the following: <ol style="list-style-type: none"> a. an employee subject to a quarantine or isolation order related to COVID-19; b. an employee advised by a health care provider to self-quarantine related to COVID-19; c. an employee experiencing COVID-19 symptoms and seeking a medical diagnosis; d. for an employee caring for an individual subject to a quarantine 	<p>No changes.</p>

<p>or isolation order related to COVID-19 or caring for an individual advised by a health care provider to self-quarantine related to COVID-19.</p> <ol style="list-style-type: none">2. Appointing Authorities may grant paid leave of up to 80 hours for a full-time employee through September 30, 2021 for an employee caring for a child whose school or place of care is closed or childcare provider is unavailable for reasons related to COVID-19.3. For leave set forth in 1.a, b and c above, an employee may receive his regular rate of pay up to \$511/day (maximum of \$5,110.00 in the aggregate for the 80-hour period). For leave set forth in 1.d and 2 above, an employee may receive two-thirds of his regular rate of pay up to \$200/day (maximum \$2,000 in the aggregate for the 80-hour period).4. Leave set forth in this rule is only available to employees who have not previously exhausted these leave allotments under the former Families First Coronavirus Response Act or previous versions of this rule. Leave shall be pro-rated for eligible employees working less than full-time.	
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Should you have any questions about the amendments, please contact your agency's Human Resources Office or your Agency Relationship Manager.

Sincerely,

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