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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Entry Guidance for SCS Rule 11.35(e) Vaccine Leave Usage for LaGov HCM Paid Agencies

A new leave code is now available for use in LaGov HCM for employees to receive a COVID-19 vaccination, under the provisions of SCS Rule 11.35(e).

SCS Rule 11.35(e):

(e) An appointing authority may grant time off without loss of pay, annual leave or sick leave to an employee in order to receive a COVID-19 vaccination, provided such leave shall not exceed 4 hours for each administration of the vaccine. Appointing authorities shall require the employee to provide proof of vaccination for documentation purposes.

Should an appointing authority grant the use of leave to an employee under the provisions of this rule, the "Special Leave-Vaccine Leave" (LSVC) code shall be used.

Technical instructions will be forthcoming from OTS Listserv for specific LaGov HCM entry guidance.

If you have any questions in regards to applicability, please contact your Agency Relationship Manager.

Sincerely,

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