



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

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## GENERAL CIRCULAR NUMBER 2021-029

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**DATE:** July 8, 2021

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

**SUBJECT:** Entry Guidance for Civil Service Rule 11.26 Military Leave for LaGov HCM Paid Agencies

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A new leave code, “National Guard Mil Leave” (LMNG), is now available for use in LaGov HCM for classified employees who are members of the National Guard and are called to active state duty under Title 32 orders for COVID-19, as provided in Civil Service Rule 11.26(a)4.

**SCS Rule 11.26(a)4:**

(a) Military Leave with Pay.

4. Military leave with pay for a member of the National Guard who is called to Title 32 active duty in response to a declared emergency by the Governor is limited to 22 working days per calendar year.

***Please note:*** *Classified employees who are members of the National Guard and are currently on active state duty under Title 32 orders for COVID-19 will now be covered under CSR 11.26(a)4. Employees under this scenario who have been on leave under CSR 11.23(i) should be provided notice and moved to military leave with pay (LMNG) for 22 working days effective 7/7/2021 in accordance with CSR 11.26(a)4. If the employee is still ordered to duty after the 22 working days are exhausted, the employee shall be paid in accordance with the remaining provisions of CSR 11.26.*

Technical instructions will be forthcoming from the 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