



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2021-040

DATE: September 27, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Reminder of Upcoming Expiration of Civil Service Rule 11.35(d)

This general circular serves as a reminder of the upcoming expiration of Civil Service Rule 11.35(d). The provisions in this rule will no longer be available upon its expiration on Thursday, September 30, 2021.

Civil Service Rule 11.35 Special Leave Related to COVID-19 Health Pandemic

(d)

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:
 - 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 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.
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.

Leave for the circumstances listed above will now be addressed through the employee's regular sick and annual leave balances.

Should you have any questions about the expiration of this rule, please contact your agency's Human Resources Office or your Agency Relationship Manager.

Sincerely,

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