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## GENERAL CIRCULAR NUMBER 2024-002

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**DATE:** January 17, 2024

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

**SUBJECT:** Office Closure on a Designated Holiday

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The purpose of this General Circular is to address questions regarding how to properly compensate an employee and code their time if an office closure is declared on a designated holiday.

[La. R.S. 1:55.B\(1\)\(a\)](#) identifies Dr. Martin Luther King, Jr.'s Birthday as a legal holiday which "shall" be observed by departments of the state. For an employee working a flexible schedule, Monday, January 15th may have been a regular day off. In such a case, La. R.S. 1:55.B(4) provides that the employee's holiday "shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated by the head of the agency."

Because Tuesday, January 16th and Wednesday, January 17th until noon were declared state-wide office closures due to inclement weather, questions have arisen regarding how to properly compensate an employee and code their time where the agency head scheduled Tuesday, January 16th, as the designated holiday. Considering applicable law and Civil Service Rules, an employee who was scheduled to be off on Tuesday, January 16th, for a designated holiday should be placed on LSOC (office closure) status. The designated holiday should have rolled to Wednesday, January 17th, in compliance with the statutory requirement that the designated holiday be the "closest regularly scheduled workday". Since Wednesday, January 17th was declared an office closure until noon, the employee's designated holiday should have been considered from noon on January 17th until the end of the employee's regularly scheduled workday. The designated holiday should have resumed at the beginning of the employee's next regularly scheduled shift and continued for a sufficient number of hours to afford the employee a designated holiday equal to the number of hours in their regular workday. Acknowledging the confusion over this matter, the following scenarios provide guidance.

- 1. Wednesday Considered the Designated Holiday:** If an employee reported for duty on Wednesday, January 17th due to the agency head not having the opportunity to designate Wednesday commencing at noon as the substitute holiday, the employee shall be

compensated for working on the holiday in accordance with their FLSA status, as required by agency policy and the Civil Service Rules. The designated holiday would then be continued to Thursday, January 18th as a partial holiday to afford the employee a designated holiday equal to the number of hours in their regular workday.

- 2. Thursday Considered the Designated Holiday:** If the appointing authority did not consider the half-day on Wednesday, January 17th a “regular workday” the substitute designated holiday would be Thursday, January 18th.

**NOTE:** If an employee’s regular workday did not begin until after noon (i.e. 3pm – 11pm) on Wednesday, January 17th, then Wednesday, January 17th will be the employee’s designated holiday.

**Example: 8-hour employee/8:00 – 4:30 schedule**

	<b>Monday, January 15th</b>	<b>Tuesday, January 16th</b>	<b>Wednesday, January 17th</b>	<b>Thursday, January 18th</b>
<b>Planned</b>	Regular Day Off	Designated Holiday		
<b>Intervening Events</b>		Office Closure	Office Closure ½ day	
<b>Option 1: If the AA does not roll designated holiday to 1/18 since 1/17 wasn’t considered a “regularly scheduled workday”</b>		Code LSOC (office closure)	Code LSOC until noon; Code LHDH (designated holiday) noon to end of shift; if the employee reported to work, pay as required by law/Civil Service Rules	Code LHDH for balance of work hours to complete the holiday day
<b>Option 2: If the AA designated 1/18 since 1/17 wasn’t a “regularly scheduled workday”</b>				Code LHDH Full Day

Should you have any questions regarding this General Circular, please contact your agency’s general counsel, or [Sherri Gregoire](#), SCS General Counsel.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director