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GENERAL CIRCULAR NUMBER 2024-028

DATE: June 27, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Amendments to Civil Service Rules 11.36(f)1 and 11.36(f)2, and Adoption of Civil Service Rule 11.36(g)9

The State Civil Service Commission will consider proposed changes to Chapter 11 of the State Civil Service Rules at its regularly scheduled business meeting on Tuesday, July 23, 2024. The meeting will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge Louisiana, at 9 a.m. Individuals who wish to comment should provide feedback prior to the meeting in writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111. Comments may also be directed to the attention of the civilservicecommission@la.gov.

Please see the attachment for details of the changes to Chapter 11.

Sincerely,

s/Byron P. Decoteau, Jr.
SCS Director



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Proposed Changes to State Civil Service Rules

Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave

The State Civil Service Commission will consider the following changes to Chapter 11 of the Civil Service Rules at its regularly scheduled business meeting on Tuesday, July 23, 2024. Please refer to [General Circular No. 2024-028](#) for more information.

Proposed Effective Date: July 23, 2024

Reason for the Amendment:

In summary, both the amendments to Civil Service Rule 11.36(f) and the adoption of Civil Service Rule 11.36(g)9 provide that for compensation purposes, all state holidays, office closures, and special leave take precedence over parental leave and shall not extend the parental leave period.

1 **Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave**

2
3 **11.36 Parental Leave**

4
5 (f) Compensation:

- 6
7 1. Subject to the limitations set forth below, ~~F~~full-time employees shall be
8 compensated at the rate of 100% of the employee’s base pay for a period not to
9 exceed 240 hours during the available 12-week period;
- 10
11 2. Subject to the limitations set forth below, ~~P~~part-time employees shall be
12 compensated at the rate of 100% of the employee’s base pay for a period not to
13 exceed 6 weeks based upon the employee’s average number of hours worked in
14 the 6 months immediately preceding the commencement of parental leave.
15 (Example: If an employee works an average of 25 hours per week during the 6
16 month look-back period, the employee shall be paid their base pay for 25 hours
17 per week for six weeks.)

18
19 (g) Limitations:

- 20
21 9. For compensation purposes, all state holidays, office closures, and special leave
22 under the provisions of Rule 11.23(d) and (g) take precedence over parental leave.
23 The employee shall be paid for the holiday, closure, or special leave and a
24 corresponding number of hours shall be deducted from the parental leave quota.
25 The holiday, closure, or special leave shall not extend the parental leave period.
26