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DATE: July 30, 2024

TO: Heads of State Agencies and Human Resources Directors

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

At its General Business meeting held on July 23, 2024, the State Civil Service Commission approved Civil Service Rules 11.36(f)1 and 11.36(f)2, and Adoption of Civil Service Rule 11.36(g)9, effective August 8, 2024.

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 under Rule 11.23(d) or (g) take precedence over parental leave and shall not extend the parental leave period.

The amended Chapter reads as follows:

[Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave](#)

11.36 Parental Leave

(f) Compensation:

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

(g) Limitations:

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

Should you have any questions about the rule, please contact your agency's Human Resources Office or [Elizabeth Montalbano](#), State Civil Service HR Program Support Division Administrator.

Sincerely,

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