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DATE: July 30, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Parental Leave Entry Guidance for LaGov HCM Paid Agencies to Accommodate Parental Leave Changes in SCS Rule 11.36(g)

Effective August 8, 2024, four new parental leave time codes will be available for use in LaGov HCM for those employees who are on a parental leave-related absence during which a holiday, office closure, or special leave under SCS Rule 11.23(d) or (g) also occurs.

State Civil Service Rule 11.36(g)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.

The dual-purpose time codes listed below will compensate the employee for the holiday, office closure, or other special leave event and deduct the hours coded from the employee's existing parental leave quota:

- **LHPL (PARENTAL LV-LH)**: Use to compensate an employee for a holiday and deduct the holiday hours from the existing parental leave quota. For hardcoded holidays, a time substitution is required to override the normal LH coding to use this parental leave code.
- **DHPL (PARENTAL LV-LHDH)**: Use to compensate an employee for a designated holiday and deduct the designated holiday hours from the existing parental leave quota.
- **OCPL (PARENTAL LV-LSOC)**: Use to compensate an employee for an office closure and deduct the office closure hours from the existing parental leave quota.

- **SLPL (PARENTAL LV-OTHER SPEC LV)**: Use to compensate an employee for a special leave event, such as an act of God, and deduct the special leave hours from the existing parental leave quota.

These additional codes are to be utilized **only** for those employees who are on a parental leave-related absence during which a holiday, office closure, or other special leave event also occurs. Human resources staff must ensure the previously-established parental leave codes, as described in [General Circular 2023-071](#), continue to be used for routine parental leave-related absences.

For any questions, please contact SCS-AppData@LA.GOV.

Sincerely,

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