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## GENERAL CIRCULAR NUMBER 2025-006

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**DATE:** January 17, 2025

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

**SUBJECT:** Impact of Office Closure on Designated Holiday – Dr. Martin Luther King, Jr. Holiday

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The purpose of this general circular is to ensure that agencies have the information necessary to properly compensate employees related to the inclement weather office closure slated for Tuesday, January 21, 2025, as announced by the Division of Administration via email earlier today. This general circular addresses coding time and attendance for employees who were scheduled for a designated holiday on Tuesday, January 21, 2025.

La. R.S. 1:55.B(1)(a) identifies the observance of Dr. Martin Luther King, Jr.'s birthday as a holiday on the third Monday of January, each year. For 2025, this holiday is Monday, January 20, 2025. When an employee's regular day off is on a holiday, they are entitled to a designated holiday which, pursuant to La. R.S. 1:55.B(4), "shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated by the head of the agency." Accordingly, for employees regularly scheduled to be off on Monday, January 20<sup>th</sup>, they may have been scheduled for a designated holiday on Friday, January 17<sup>th</sup> or Tuesday, January 21<sup>st</sup>. Due to the scheduled office closure on Tuesday, January 21<sup>st</sup>, and in accordance with the applicable law and Civil Service rules:

- An employee scheduled to be off on Tuesday, January 21<sup>st</sup>, for their designated holiday should be placed in LSOC status. The designated holiday should become Wednesday, January 22<sup>nd</sup>.
- If the closure should extend to Wednesday, January 22<sup>nd</sup>, an employee whose designated holiday was moved to Wednesday, January 22<sup>nd</sup> because of the closure on Tuesday should be placed in LSOC status on Wednesday, January 22<sup>nd</sup> and the employee's designated holiday should become Thursday, January 23<sup>rd</sup>.
- If the agency head did not have an opportunity to re-designate the holiday and the employee reports for duty on the first business day after the closure, the employee should

be compensated for working on the holiday in accordance with their FLSA status, as required by agency policy and the Civil Service rules.

Should you have any questions about Overtime Compensation During Official Office Closures, please see [General Circular 2024-041](#).

If you have questions regarding this general circular, please contact your agency's general counsel or Sherri Gregoire, SCS General Counsel, at [sherri.gregoire@la.gov](mailto:sherri.gregoire@la.gov) or (225) 342-8272.

Sincerely,

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