



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@civildservice.la.gov
civildservice.la.gov

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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: LaGov HCM Parental Leave Time Coding Guidance for Holidays, Office Closures, and Special Leave Situations

SCS Rule 11.36(g)9 states:

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.

[General Circular 2024-034](#) was issued to clarify the use of special Parental Leave codes in these instances. Please see below for further clarification on the use of these special Parental Leave codes in the following situations:

- Statutory holidays
 - In the LaGov HCM system, these holidays are also known as “Hardcoded/Blue Holidays” because no additional time entry is needed to compensate the employee.
 - Enter a time substitution on the calendar date(s) and use "LHPL" to compensate the employee for the holiday and deduct the corresponding hours from the Parental Leave quota.
- Declared holidays
 - In the LaGov HCM system, these holidays are not “Hardcoded/Blue Holidays”, and an “LH” time entry is needed to compensate the employee.
 - Use "LHPL" to compensate the employee for the holiday and deduct the corresponding hours from the Parental Leave quota.
- Designated holidays:
 - Use "DHPL" to compensate the employee for the designated holiday and deduct the corresponding hours from the Parental Leave quota.

- Office closures:
 - Use "OCPL" to compensate the employee for the office closure and deduct the corresponding hours from the Parental Leave quota.

- All other special leave situations (i.e. Act of God, civil leave, military leave, or other special leave recognized under SCS Rules):
 - Use "SLPL" to compensate the employee for the special leave situation and deduct the corresponding hours from the Parental Leave quota.

The use of the regular time coding for a holiday (LH), designated holiday (DH), office closure (LSOC), or any special leave time codes (LSLC, LSAG, etc.) will result in the employee being compensated for those events with no corresponding Parental Leave quota deduction.

The use of the regular Parental Leave time codes (LSPB, LSPA, or LSPF) for these events will compensate the employee and deduct from the Parental Leave quota but will not compensate the employee for the holiday, designated holiday, office closure, or special leave event.

Parental Leave Time Coding Chart		
Situation	Event with No Parental Leave	Event with Parental Leave
Statutory Holiday (Hardcoded/Blue Holiday)		*LHPL
Declared Holiday (Not Hardcoded/Blue Holiday)	LH	LHPL
Designated Holiday	DH	DHPL
Office Closure	LSOC	OCPL
Other Special Leave Situation	LSLC, LSAG, etc.	SLPL

*Time substitution entry required.

For employees in continuous Parental Leave status until eligibility ends (either 240-hour limit or 12-week limit):

- The special Parental Leave time codes mentioned above would be used on all calendar dates on which the holiday, designated holiday, office closure or other special leave event occurs to compensate the employee for the event and deduct the corresponding hours from the Parental Leave quota.

EXAMPLE: Susan works Monday-Thursday (10-hour days) and is on continuous Parental Leave for the adoption of her child. Her agency designates the Wednesday before Acadiana Day, a declared holiday, as the designated holiday. Normally, "DH" would be used to compensate Susan for Acadiana Day.

Since Susan is in continuous Parental Leave status, the agency timekeeper instead enters "DHPL" on the preceding Wednesday to compensate her for the designated holiday and deduct the corresponding hours from her Parental Leave quota.

For employees in intermittent Parental Leave status who have established an alternative work schedule:

- The special time codes mentioned above would only be used on calendar dates on which the employee was expected to be in Parental Leave status and a holiday, designated holiday, office closure, or other special leave event occurs.

EXAMPLE: John works Monday-Friday (8-hour days). He uses Parental Leave intermittently on Monday, Wednesday, and Friday and reports to work only on Tuesday and Thursday. Martin Luther King Jr. Day, a statutory holiday, falls on a day he is on scheduled Parental Leave. Normally, no time entry would be made to compensate John for Martin Luther King Jr. Day.

Since John is in Parental Leave status on Monday, the agency timekeeper enters a "LHPL" time substitution to compensate John for the holiday and deduct the corresponding hours from his Parental Leave balance.

- If the holiday, designated holiday, office closure, or other special leave event occurs on an expected workday, then the normal, non-Parental Leave time coding is utilized. The employee would be compensated for the holiday, designated holiday, office closure, or special leave event, and the Parental Leave quota would not be reduced since this was a workday on which the employee is not expected to use Parental Leave.

EXAMPLE: John works Monday-Friday (8-hour days). He uses Parental Leave intermittently on Monday, Wednesday, and Friday and reports to work on Tuesday and Thursday. Mardi Gras, a statutory holiday, falls on a scheduled workday.

Since John is not in Parental Leave status on Tuesday and Mardi Gras is a statutory holiday, the timekeeper makes no additional time entries. The LaGov HCM system (Hardcoded/Blue Holiday) compensates the employee for the holiday, and no Parental Leave hours are deducted from the quota.

For any additional guidance on Parental Leave rule applicability, please contact Elizabeth Montalbano, Division Administrator – Human Resources Program Support at Elizabeth.Montalbano@civilservice.la.gov.

For any additional guidance for Parental Leave-related LaGov HCM entry, please contact the Applications & Data Management Division at SCS-AppDataHR@civilservice.la.gov.

Sincerely,

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