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GENERAL CIRCULAR NUMBER 2026-030

DATE: June 11, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Supplemental Promulgation of Proposed Adoption of Civil Service Rule 11.37

As announced in [General Circular 2026-027](#), 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 Wednesday, July 1, 2026. 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@civilservice.la.gov.

The purpose of this general circular is to announce that a supplemental promulgation of Civil Service Rule 11.37 (Organ Donor Leave) will be considered at the July 1, 2026, State Civil Service Commission meeting. Revisions to Rule 11.37 have been made in response to questions and comments regarding the proposed Rule.

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

Sincerely,

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



STATECIVILSERVICE

Proposed Amendment to State Civil Service Rules

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

At the regularly scheduled business meeting on Wednesday, July 1, 2026, the State Civil Service Commission will consider proposed changes to Chapter 11 of the Civil Service Rules. Please refer to [General Circular No. 2026-027](#) and [General Circular No. 2026-030](#) for more information.

Proposed Effective Dates:

The effective date for Civil Service Rule 11.37 will be set by the director following the signature of the Governor, no sooner than August 1, 2026.

Reason for the Changes:

The adoption of Civil Service Rule 11.37 is to provide the framework for leave for state classified employees who donate all or part of a liver, pancreas, kidney, intestine, lung, or bone marrow. This rule provides employees with 30 calendar days of leave following the donation. The purpose of this general circular is to announce that a supplemental promulgation of Civil Service Rule 11.37 (Organ Donor Leave) will be considered at the July 1, 2026, State Civil Service Commission meeting. Revisions to Rule 11.37 have been made in response to questions and comments resulting from a lack of clarity in the earlier promulgation related to our effort to closely track the statutory language found in SB 409 ([Act No. 506](#)). Accordingly, these proposed revisions return to terminology customarily used in the Civil Service Rules (e.g., instead of using “discharge”, which is not otherwise used in our Rules, we now propose “dismissed, separated”). We also ensure consistent use of terminology. For instance, we consistently use “organ donor leave” rather than “organ donation leave” to show that this leave is for the organ donor, not the organ recipient.

One substantive change proposed is the clarification that employees eligible for organ donor leave are those in leave-earning positions (job appointment, probationary, permanent). This is consistent with other Civil Service Rules, which do not afford paid leave to employees in WAE positions.

Attached, you will find a “marked-up” version of the rule proposal showing the edits as well as a “clean” copy for review.

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

1 Rule 11.23.1 Funeral Leave (*Unchanged – Please refer to General Circular 2026-027 for details*)

2
3 ~~Probationary and permanent employees~~ An employee serving with job appointment,
4 probationary, or permanent status may be granted time off without loss of pay, annual leave or
5 sick leave when attending the funeral or burial rights of a parent, step-parent, child, step-child,
6 brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grand-parent, or
7 grand-child; provided such time off shall not exceed two days on any one occasion.

8 9 Rule 11.23.2 Voting Leave (*Unchanged – Please refer to General Circular 2026-027 for details*)

10
11 ~~A probationary or permanent employee~~ An employee serving with job appointment,
12 probationary, or permanent status may be granted time off without loss of pay, annual leave or
13 sick leave when voting in a primary, general or special election which falls on his regularly
14 scheduled work day, provided not more than two hours of leave shall be allowed to vote in the
15 parish where he is employed and not more than one day to vote in another parish.

16
17 ***

18 19 Rule 11.37 Organ Donor Leave

20
21 (a) ~~Classified employees of a state agency~~ An eligible employee serving with job
22 appointment, probationary, or permanent status ~~who have been continuously employed~~
23 ~~by the state for at least twelve months and who have actually worked at least 1250 hours~~
24 ~~in the twelve months immediately preceding the date of organ donation surgery~~ shall be
25 granted time off without loss of pay, annual leave, compensatory leave, or sick leave
26 (“paid leave”), for a period not to exceed 30 consecutive calendar days, to donate all or
27 part of a liver, pancreas, kidney, intestine, lung, or bone marrow. The 30-calendar-day
28 period shall commence on the day immediately following the organ donation surgery.

29 30 (b) Eligibility

31 To be eligible for organ donor leave, in the twelve months immediately preceding the
32 date of organ donation surgery, the employee must:

- 33 1. Have been continuously employed by the State; and
- 34 2. Have actually worked for at least 1250 hours.

35 36 (c) Compensation

37 1. A full-time active employees shall be compensated at the rate of 100% of their
38 base pay during the 30-calendar-day period.

39 2. A part-time active employees shall be compensated at the rate of 100% of their
40 base pay during the 30-calendar-day period based upon the employee’s average

2

Proposed Amendments to Chapter 11 of the Civil Service Rule – General Circular 2026-030

CODING: Words in ~~struck through~~ type are deletions from existing rule; words underscored are additions. Words in red are changes resulting from the supplemental promulgation.

41 number of hours worked in the six months immediately preceding the
42 commencement of the organ ~~donation~~ donor leave.

43
44 (d) Limitations

- 45 1. An employees utilizing organ ~~donation~~ donor leave shall follow their agency's
46 customary leave practices. That is, as practicable, advance notice of leave needs
47 shall be provided and leave approved prior to use.
- 48 2. An Eligible employees utilizing organ ~~donation~~ donor leave under circumstances
49 also qualifying under the Family and Medical Leave Act ("FMLA") shall use FMLA
50 leave concurrently with organ ~~donation~~ donor leave.
- 51 3. Organ ~~donation~~ donor leave shall not be donated to another employee or leave
52 pool.
- 53 4. Use of organ ~~donation~~ donor leave in accordance with this rule and agency policy
54 shall not have a negative impact on the employment relationship. Specifically, an
55 employees shall not be discharged, dismissed, separated, demoted, suspended,
56 threatened, harassed, or discriminated against in any manner for requesting or
57 utilizing organ ~~donation~~ donor leave in accordance with this rule or agency policy.
- 58 5. An employees not utilizing organ ~~donation~~ donor leave in accordance with this
59 rule and/or agency policy may be disciplined, including the possibility of
60 separation or dismissal.
- 61 6. Organ ~~donation~~ donor leave shall not extend the employment relationship.

62
63 (e) Policies

64
65 Agencies may adopt policies and procedures to give effect to the intent and purposes of
66 this rule. Except as necessary to do so, all provisions of the Civil Service Rules remain
67 fully applicable to employees authorized to use organ ~~donation~~ donor leave.

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

1 **Rule 11.23.1 Funeral Leave**

2
3 An employee serving with job appointment, probationary, or permanent status may be granted
4 time off without loss of pay, annual leave or sick leave when attending the funeral or burial rights
5 of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse,
6 mother-in-law, father-in-law, grand-parent, or grand-child; provided such time off shall not
7 exceed two days on any one occasion.

8 9 **Rule 11.23.2 Voting Leave**

10
11 An employee serving with job appointment, probationary, or permanent status may be granted
12 time off without loss of pay, annual leave or sick leave when voting in a primary, general or special
13 election which falls on his regularly scheduled work day, provided not more than two hours of
14 leave shall be allowed to vote in the parish where he is employed and not more than one day to
15 vote in another parish.

16
17 ***

18 19 **Rule 11.37 Organ Donor Leave**

20 (a) An eligible employee serving with job appointment, probationary, or permanent status
21 shall be granted time off without loss of pay, annual leave, compensatory leave, or sick
22 leave, for a period not to exceed 30 calendar days, to donate all or part of a liver,
23 pancreas, kidney, intestine, lung, or bone marrow. The 30-calendar-day period shall
24 commence on the day immediately following the organ donation surgery.

25 26 (b) Eligibility

27 To be eligible for organ donor leave, in the twelve months immediately preceding the
28 date of organ donation surgery, the employee must:

- 29 1. Have been continuously employed by the State; and
- 30 2. Have actually worked for at least 1250 hours.

31 32 (c) Compensation

- 33 1. A full-time active employee shall be compensated at the rate of 100% of their base
34 pay during the 30-calendar-day period.
- 35 2. A part-time active employee shall be compensated at the rate of 100% of their
36 base pay during the 30-calendar-day period based upon the employee's average
37 number of hours worked in the six months immediately preceding the
38 commencement of the organ donor leave.

39 40 (d) Limitations

5

- 41 1. An employee utilizing organ donor leave shall follow their agency’s customary
42 leave practices. That is, as practicable, advance notice of leave needs shall be
43 provided and leave approved prior to use.
- 44 2. An employee utilizing organ donor leave under circumstances also qualifying
45 under the Family and Medical Leave Act (“FMLA”) shall use FMLA leave
46 concurrently with organ donor leave.
- 47 3. Organ donor leave shall not be donated to another employee or leave pool.
- 48 4. Use of organ donor leave in accordance with this rule and agency policy shall not
49 have a negative impact on the employment relationship. Specifically, an employee
50 shall not be dismissed, separated, demoted, suspended, or discriminated against
51 in any manner for requesting or utilizing organ donor leave in accordance with this
52 rule or agency policy.
- 53 5. An employee not utilizing organ donor leave in accordance with this rule and/or
54 agency policy may be disciplined, including the possibility of separation or
55 dismissal.
- 56 6. Organ donor leave shall not extend the employment relationship.
- 57
- 58 (e) Policies
- 59 Agencies may adopt policies and procedures to give effect to the intent and purposes of
60 this rule. Except as necessary to do so, all provisions of the Civil Service Rules remain
61 fully applicable to employees authorized to use organ donor leave.