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GENERAL CIRCULAR NUMBER 2026-040

DATE: July 23, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Changes to Civil Service Rule 11.23.1 and 11.23.2, and the
Approved Adoption of Civil Service Rule 11.37

At its General Business meeting held on Wednesday, July 1, 2026, the State Civil Service Commission considered proposed changes to Chapter 11 of the Civil Service Rules. As necessary, the Governor has also granted approval. The effective date of Rules 11.23.1 and 11.23.2 is July 22, 2026. The effective date of Rule 11.37 is August 1, 2026, to coincide with the effective date of Act 506.

In summary, the changes to Civil Service Rules 11.23.1 and 11.23.2 provide those employees who occupy job appointments the ability to be granted funeral and voting leave.

The approved adoption of Civil Service Rule 11.37 provides 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 state employees with 30 calendar days of leave following the donation.

Please read the adopted rules in their entirety for specific qualifications, eligibility, duration, compensation methods, and limitations.

The amended rules read as follows:

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

Rule 11.23.1 Funeral Leave

An employee serving with job appointment, probationary, or permanent status may be granted time off without loss of pay, annual leave or sick leave when attending the funeral or burial rights of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse,

mother-in-law, father-in-law, grand-parent, or grand-child; provided such time off shall not exceed two days on any one occasion.

Rule 11.23.2 Voting Leave

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

Rule 11.37 Organ Donor Leave

- (a) An eligible employee serving with job appointment, probationary, or permanent status shall be granted time off without loss of pay, annual leave, compensatory leave, or sick leave, for a period not to exceed 30 calendar days, to donate all or part of a liver, pancreas, kidney, intestine, lung, or bone marrow. The 30-calendar-day period shall commence on the day immediately following the organ donation surgery.
- (b) **Eligibility**
To be eligible for organ donor leave, in the twelve months immediately preceding the date of organ donation surgery, the employee must:
 - 1. Have been continuously employed by the State; and
 - 2. Have actually worked for at least 1250 hours.
- (c) **Compensation**
 - 1. A full-time active employee shall be compensated at the rate of 100% of their base pay during the 30-calendar-day period.
 - 2. A part-time active employee shall be compensated at the rate of 100% of their base pay during the 30-calendar-day period based upon the employee's average number of hours worked in the six months immediately preceding the commencement of the organ donor leave.
- (d) **Limitations**
 - 1. An employee utilizing organ donor leave shall follow their agency's customary leave practices. That is, as practicable, advance notice of leave needs shall be provided and leave approved prior to use.
 - 2. An employee utilizing organ donor leave under circumstances also qualifying under the Family and Medical Leave Act ("FMLA") shall use FMLA leave concurrently with organ donor leave.
 - 3. Organ donor leave shall not be donated to another employee or leave pool.

4. Use of organ donor leave in accordance with this rule and agency policy shall not have a negative impact on the employment relationship. Specifically, an employee shall not be dismissed, separated, demoted, suspended, or discriminated against in any manner for requesting or utilizing organ donor leave in accordance with this rule or agency policy.
5. An employee not utilizing organ donor leave in accordance with this rule and/or agency policy may be disciplined, including the possibility of separation or dismissal.
6. Organ donor leave shall not extend the employment relationship.

(e) Policies

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

If there are any questions concerning these rules, please contact State Civil Service by emailing SCSInfo@civilservice.la.gov or by calling (225) 342-8272.

Sincerely,

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