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DATE: July 31, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Entry Guidance for SCS Rule 11.37 Organ Donor Leave Usage for LaGov HCM Paid Agencies

Effective August 1, 2026, a new special leave code is available for use in LaGov HCM for employees who are eligible for the use of organ donor leave under the provisions of Civil Service Rule 11.37:

- Donation of all or part of a liver, pancreas, kidney, intestine, lung, or bone marrow
 - Use special leave code "LSOD"

As stated in SCS Rule 11.37(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.

Human resources staff should note the start date of LSOD usage and ensure the code is not used in excess of 30 calendar days. Since eligibility is based on calendar days, state holidays or other special leave events do not extend the organ donor leave eligibility period.

The Office of Technology Services (OTS) will update the LaGov HCM Time Administration Quick Reference Card. For assistance with entry, agency human resources staff can contact the OTS Helpdesk by submitting a [Help Desk Ticket](#).

For LaGov Non-Paid Agencies, including Paper Agencies and Non-LaGov (Interface) Agencies, organ donor leave usage must be recorded in each agency's human resources information system (HRIS) and made available for reporting.

If you have any questions regarding this General Circular or the applicability of this rule, please contact SCSInfo@civilservice.la.gov.

Sincerely,

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