



MITCHELL J. LANDRIEU  
LIEUTENANT GOVERNOR


**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

PAM BREAU  
SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

**HUMAN RESOURCES MEMORANDUM NO. 09-029**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Jan Ramezan   
Human Resources Director

**SUBJECT:** Revised HR Policies

**DATE:** July 31, 2009

Attached are revised copies of HR Policy #2D-0110, Unscheduled Absenteeism, and HR Policy #2H-0104, Vehicle Operation and Attachment A. Please provide copies of these policies to each of your employees.

Also attached are revised copies of the New Hire Orientation Checklist Form and Employee Policy Acknowledgement Form which need to be replaced in new hire orientation packets. Please make sure that these forms are provided to employees on your staff responsible for conducting orientation.

If you have any questions, please contact Human Resources at (225) 342-0880.

JR:cm  
Attachments  
c: Personnel Liaisons

**Please Post and Circulate**