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LIEUTENANT GOVERNOR


**State of Louisiana**  
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DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

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**HUMAN RESOURCES MEMORANDUM NO. 09-036**

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

**FROM:** Jan Ramezan   
Human Resources Director

**SUBJECT:** General Circular No. 1788 – Use of Leave to Attend or Speak at State Civil Service Commission Meetings

**DATE:** October 13, 2009

General Circular No. 1787 announced that the Civil Service Commission will hold a public hearing at 9:00 a.m. on Wednesday, November 4, 2009, in the auditorium of the Claiborne Building, 1201 Third Street, Baton Rouge, Louisiana, to consider the changes to Chapter 6 of the Civil Service Rules. The proposed changes will have an impact on all classified employees. We have attached a copy of General Circular No. 1788 which addresses the issue of the use of leave to attend or speak at State Civil Service Commission Meetings. Please make this information available to all employees, especially to those employees who plan to attend the hearing,

If you have any questions regarding this information, feel free to contact Human Resources at (225) 342-0880.

JR:cm  
Attachment

c: Personnel Liaisons

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