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LIEUTENANT GOVERNOR

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

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**HUMAN RESOURCES MEMORANDUM NO. 2010-045**

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

**FROM:** Rikki Nicole David, PHR *RND*  
Human Resources Director

**SUBJECT:** HR Policy #2F-0108 – Crisis Leave Pool

**DATE:** November 10, 2010

On November 10, 2010, the State Civil Service Commission approved HR Policy #2F-0108, Crisis Leave Pool, for the Office of the Lieutenant Governor (OLG) and the Department of Culture, Recreation and Tourism (DCRT).

Attached you will find a signed copy of the referenced policy for your review. There are also two (2) forms that accompany this policy that can be accessed using the hyperlinks below:

- (1.) [Crisis Leave Request Form](#) – This form should be completed by eligible employees (as defined by the policy) that are seeking crisis leave from the leave pool. All requests must be submitted in accordance with the procedures set forth in the policy and submitted to the Human Resources Director in an envelope marked “confidential.” All requests are reviewed on a first-come, first-served basis and are dependent upon the amount of leave available in the leave pool at the time of the request.
- (2.) [Donor Application Form](#) – This form should be completed by any classified employee serving with permanent status or any ongoing unclassified employee who wishes to donate annual leave to the leave pool. The donor must have a minimum of 120 hours of annual leave remaining after the donation.

The policy and above referenced forms can also be accessed on Channel Z, which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

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Please ensure that this new policy is made available to all OLG/DCRT employees. Should you have any questions, please contact the Human Resources Office at (225) 342-0880.

RND:cm  
Attachment

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