



JAY DARDENNE
LIEUTENANT GOVERNOR

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

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIREÉ W. HONORÉ¹
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2011-037

To: All Employees of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT)

From: Rikki Nicole David, PHR Human Resources Director

Subject: Leave Increment

Date: November 10, 2011

In accordance with OLG/DCRT's current *Work Hours and Work Schedules* policy, all leave must be utilized and recorded in six-minute increments. If Offices are not already doing so, all OLG/DCRT employees shall begin utilizing the six-minute increment, effective November 14, 2011 – the first day of pay period 24-11.

Below is a chart that can assist employees in calculating the appropriate leave increment when completing their time sheets:

Minutes	Leave Increment
6 - 11 minutes	0.1
12 - 17 minutes	0.2
18 - 23 minutes	0.3
24 - 29 minutes	0.4
30 - 35 minutes	0.5
36 - 41 minutes	0.6
42 - 47 minutes	0.7
48 - 53 minutes	0.8
54 - 59 minutes	0.9

Please ensure that this information is made available to all employees. If you have any questions, please call the Human Resources Division at (225) 342-0880.

RND: rnd

Please Post and Circulate