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

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## HUMAN RESOURCES MEMORANDUM NO. 2014-023

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

**FROM:** Rikki Nicole David, SPHR, IPMA-CP   
Human Resources Director

**SUBJECT:** Revised PPM #14 – Transitional Return to Work Plan Policy

**DATE:** November 12, 2014

PPM #14, Transitional Return to Work Plan Policy, has been revised, effective October 1, 2014. Specifically, it was title-changed from Early Return to Work to Transitional Return to Work Plan Policy and updated to comply with recent regulation changes by the Office of Risk Management. Such policy revisions were extensive, thus preventing them from being individually listed below. As a result, employees are encouraged to review the revised policy in its entirety for more information.

The revised policy may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/management-and-finance/human-resources/policies/index>.

Supervisors: please make this memo and associated policy available to all those employees that may not have email access.

Should you have questions, please contact the Safety Risk Agency Director at (225) 219-9413.

RND:rnd  
Attachment  
c: Personnel Liaisons

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