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## HUMAN RESOURCES MEMORANDUM NO. 04-015

March 1, 2004

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

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT: Revised Conditional Offer of Employment Form**

The attached Conditional Offer of Employment form has been revised to include a new statement: “5) If you have resigned or retired from State service and were paid for any annual leave, you may be required to repay all or part of that amount.”

Civil Service Rule 11.10(e) states: “When an employee who has been paid under this Rule for accumulated annual leave is reemployed in a classified position, he shall pay the Department which reemploys him the value of such annual leave at the rate paid him less the value of working hours for which he has been paid which intervene between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which he has made reimbursement.”

Examples: (1) An employee leaves State service and is paid for 300 hours of annual leave. If more than 300 working hours have lapsed between his ending date and his rehire date, the employee would not have to repay the leave. (2) If the employee was paid for 300 hours and less than 300 hours of working hours has lapsed, the employee would be required to reimburse the new agency the difference between 300 hours and the time lapsed. (3) If an employee leaves State service and immediately returns to work for the state with no break in service, all the leave for which he was paid would have to be reimbursed to the new agency. In all cases of reimbursement, the amount of leave reimbursed will be reccredited to the employee's leave balance.

Please make this form available to all supervisors. This form will also be available on Channel Z. If you have any questions, please call the Human Resources Office at (225) 342-0880.

Enclosure

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