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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. 04-048

September 14, 2004

**TO:** Assistant Secretary Pam Breaux, Assistant Secretary Stuart Johnson, Assistant Secretary Darienne Wilson, Assistant Secretary Tom Jacques, Interim Assistant Secretary Robert Wheat, Beverly Shaw, Doug Bryant, Deesi Kirkland, Martha Levy

**FROM:** Mary V. Gloston  
Human Resources Director

**SUBJECT:** Special Leave due to Hurricane Ivan

In accordance with Secretary Davis' email regarding the emergency due to the uncertainty of Hurricane Ivan and the potential for evacuation at some sites, the following information is being provided to you regarding appropriate leave and compensation activities for affected DCRT employees. Please notify your timekeepers of applicable entries for employees. Also, please refer to site-specific emergency plans as necessary.

**Office closure (official and due to local conditions):**

As stated previously, two situations may exist; either an office closure is declared by the Governor or the Appointing Authority decides to close an office because other conditions make it impracticable for employees to work. In accordance with Chapter 11 Civil Service Rules for classified employees and Executive Order MJF 98-23 for unclassified employees, the following applies:

- 1) If an office closure is declared by the Governor, **only classified job appointees, probational and permanent employees** and **unclassified employees who earn leave** must be coded in time entry as LSAG (Special Leave – Act of God) and not charged annual or sick leave.
- 2) If an Appointing Authority closes an office due to other conditions, the same group as stated above must be coded in time entry as LSOC (Special Leave – Office Closure) and not charged annual or sick leave.
- 3) Restricted appointments, students and temporary unclassified employees (wages or WAE) who do not earn leave are not compensated during the closure and must be coded as LW (Leave Without Pay).
- 4) If an official closure has not been declared or the Appointing Authority has not closed an office and employees cannot report to work due to a personal situation with the emergency, please complete the "Act of God" Leave Request Form (found under HR Forms on Channel Z) giving full justification and submit to the Appointing Authority for approval. Requests will be reviewed on a case-by-case basis and adjustments will be made by Human Resources after receipt of Appointing Authority approval.

**Work during a closure:**

If employees are deemed essential and are instructed by their Appointing Authorities to work during the closure, compensation will be granted in accordance with Chapter 21 of the Civil Service Rules for classified employees and Executive Order MJF 98-23 for unclassified employees. Specifically,

- 1) Non-exempt employees must be compensated in accordance with FLSA requirements and will be compensated at time and one-half (1.5). Codes z001 must be used to earn appropriate compensatory time.
- 2) Exempt classified employees will be compensated with state overtime in accordance with Civil Service Rule 21.9. Exempt classified employees may be compensated at straight time (hour-for-hour) or **may be compensated at time and one-half (1.5) if the overtime is performed during an official closure due to an emergency situation (declared by the Governor)**. To compensate with compensatory time (k-time), codes z001 (for straight-time) or za05 (for 1.5 rate) must be used.

***\*Note: Please notify your employees if they are considered essential or non-essential for this emergency, and the requirement to work during the closure. If a site is closed to the public and not to employees, please notify employees of their requirement to report to work even if the site is closed to the general public.***

Please direct any questions regarding leave and/or compensation to the Human Resources Office at 342-0880. Please let us know if we can be of assistance to you.

cc: Angele Davis, Secretary  
Mitch Landrieu, Lt. Governor  
Scott Shalett, Chief of Staff  
Business Managers