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LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS
SECRETARY

HUMAN RESOURCES MEMORANDUM NO. 05- 012

TO: All CRT Employees *MVG*
FROM: Mary V. Gloston
Human Resources Director
SUBJECT: Civil Service General Circular No. 001600, Military Leave
DATE: April 12, 2005

Civil Service General Circular No. 001600 on Military Leave was issued to remind us that Civil Service Rule 11.26(a) provides for **15 working days of paid leave per calendar year** for military purposes. When the 15 days of paid leave have been exhausted and the employee is placed on leave without pay, the employee whose military base pay is less than his state base pay shall be paid the difference between the two in accordance with provisions of Civil Service Rule 11.26(g).

Military Leave is granted to members of a Reserve Component of the Armed Forces of the United States who are called to duty for military purposes, and to members of the National Guard Units which are called to active duty as a result of a non-local or non-state emergency.

Therefore, in accordance with this general circular and to ensure compliance with Civil Service Chapter 11 rules, employees who are members of any Reserve Component of the Armed Forces of the United States or National Guard Units must report such membership to Human Resources. The Human Resources Office will establish military quota records for each of these employees ensuring that the 15 working days of paid leave are accounted for in this calendar year and each calendar year thereafter as appropriate. In addition to reporting active membership, it should also be reported in which branch the employee is participant (i.e., U.S. Army, U.S. Navy, etc.).

Time Administrators are reminded to review **ISIS Memorandum #05-03** (<http://www.doa.state.la.us/ois/Service/Publications/isismemo/05-036.pdf>) regarding Military Leave Quota Change as well as related ISIS HR On-Line Help. **Please note that absences for employees on a 24H 7DAY schedule will not properly reduce Military quota.** Substitution records must be established to appropriately process the military absences and reduce the quota. Employees may be returned to the 24H 7DAY schedule once the military paid leave is exhausted. If assistance is required for establishing substitution records, time administrators should first consult ISIS HR On-Line Help and Human Resources Operations staff for further help.

If you have any questions regarding Civil Service Rule 11.26(a) or Civil Service Rule 11.26(g), please do not hesitate in contacting us at (225) 342-0880.

MVG:cm

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