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DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

ANGÈLE DAVIS
SECRETARY

HUMAN RESOURCES MEMORANDUM NO. 05-029

TO: All OLG/CRT Employees

FROM: Julie Samson
Undersecretary

SUBJECT: Special Leave, Office Closure and Work Location

DATE: September 9, 2005

As a result of the numerous and varying time and attendance questions and scenarios being submitted to the Human Resources Office, this memo is to provide **CLARIFICATION** to OLG/CRT employees on the appropriate use of Special Leave, Office Closure and Work Location. Since Hurricane Katrina has brought about different application of certain rules, this information is to reiterate that the Civil Service Rules and Executive Order 98-23 have not changed the application of special leave. This information has been confirmed with the Department of Civil Service.

Civil Service Rules (and Executive Order) require that special leave be granted during office closures and authorize overtime compensation to those who work during office closures. **The rules provide that the Special Leave is granted if the Appointing authority determines:**

- a) **an act of God prevents the employee from performing his/her duty or**
- b) **because of local conditions, it is impracticable for the employees in such locality to work.**

Employees can be called back to work at a different location from their normal work location. They must report to work as directed, whatever the location. State travel regulations will apply. For further information on application of state travel regulations, please contact the OMF Fiscal Office.

On Sunday, August 28, 2005, Commissioner of Administration Jerry L. LeBlanc directed closures in certain parishes for Monday and Tuesday, August 29th and 30th. Additionally, on Tuesday, August 30th, closure was announced for certain parishes for Wednesday, August 31st. State agencies in most of the non-affected parishes were reopened on Thursday and Friday, September 1st and 2nd. As a result, the Special Leave for closure (LSOC) and overtime **must** be handled as follows:

- **ALL** hours worked during any periods of official closure (8/28, 8/29, 8/30, 8/31) are considered overtime hours. Regular hours are coded LSOC and the hours worked are considered overtime. **Note: If any of the overtime hours worked were attributable to the affects of Katrina, the overtime is paid.**

- If an employee lives and works in an affected area, and the facility is still officially closed, the employee is displaced and the employee is not working in any other facility, the employee's full hours are considered LSOC, except for wages/temporary employees.
- If an employee lives in an affected area but works in an area that is not officially closed (i.e., lives in New Orleans but works in Baton Rouge), the employee may request special leave from his Appointing Authority for his individual situation. Employees must complete the "Act of God" Leave Request Form found on Channel Z under HR Forms, and submit to his Appointing Authority for review and approval. Since the job is located outside of an affected area, the Appointing Authority can require the employee to come to work and those hours are considered regular hours. ***Note: If the employee works in excess of the regular hours, those excessive hours are considered overtime hours. If the overtime hours worked were attributable to the affects of Katrina, overtime is paid.***
- If an employee lives in an area that is no longer officially closed and comes to work when the agency re-opens but has storm-related issues (power outages, personal damage, etc.) the hours worked are considered regular hours and not LSOC. If the employee in this situation chose to stay home due to his personal damage, these hours are considered annual leave. The employee may apply for Special Leave by completing the "Act of God" Leave Request Form and submit to his Appointing Authority for review and approval. ***Note: If the employee works in excess of the regular hours, those excessive hours are considered overtime hours. If the overtime hours worked were attributable to the affects of Katrina, overtime is paid.***
- If an employee lives in an area that is no longer officially closed but usually works in an area that is still officially closed (i.e., lives in Baton Rouge but works in New Orleans), and the employee has been assigned to a temporary location that is officially open, the hours worked are considered regular hours and not LSOC. ***Note: If the employee works in excess of the regular hours, those excessive hours are considered overtime hours. If the overtime hours worked were attributable to the affects of Katrina, overtime is paid.***
- If an employee lives in an area that is no longer officially closed but works in an area that is still officially closed (i.e., lives in Baton Rouge but works in New Orleans) and has not been assigned to a location that is officially open, the employee is displaced and those regular hours are considered LSOC until that Appointing Authority assigns that person to another location.

If there are any additional questions regarding the above scenarios, please contact Human Resources at 225-342-0880.

JS:MVG:cm
c: Mary V. Gloston, Human Resources Director

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