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**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
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## HUMAN RESOURCES MEMORANDUM NO. 06-016

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

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

**SUBJECT:** Civil Service General Circular No. 001669 – Proposed Rule Amendments within Chapter 11 of the Civil Service Rules

**DATE:** August 7, 2006

This is to inform you that notification was received in General Circular No. 001669 that the Civil Service Commission will hold a public hearing on Wednesday, September 13, 2006 to consider Chapter 11 rule proposals. I am sending General Circular No. 001669 as an attachment and am also providing the link to the Civil Service website where this general circular may be accessed. Briefly, the changes being proposed to Chapter 11 rules that will impact this Department are as follows. The General Circular provides further explanation for the proposed changes.

- **11.1, Full-time employees** – this rule change will allow agencies to establish variable work schedules for Exempt employees when employees work more than 40 in one week and less than 40 in another week.
- **11.5(d)3** – this rule change would remove the requirement that employees must return to work to be credited with leave that has been earned while on paid leave.
- **11.10(b)** – this rule change will clarify which rate of pay should be used to calculate leave payment when an employee who has been on detail leaves state service.
- **11.10c** – this rule change would allow a retired employee to return to work immediately without having to repay his/her terminal leave payment.
- **11.19(d)** – this rule change would allow the leave of certain unclassified employees in all branches of government to be transferred with the employee who enters into the classified service.

Please submit all comments, if any, to me in writing no later than August 31<sup>st</sup> close of business. If you have any questions regarding this general circular, please do not hesitate in contacting me to discuss.

MVG  
c: Personnel Liaisons

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