

STATE OF LOUISIANA  
DEPARTMENT OF STATE CIVIL SERVICE  
BATON ROUGE, LOUISIANA

October 12, 2009

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General Circular No. 1788

To: Heads of State Agencies and Human Resource Directors

Subject: Use of Leave to attend or speak at State Civil Service Commission Meetings

Issue Date: October 12, 2009

General Circular 1787 announced the public hearing of the Civil Service Commission on November 4, 2009 to consider the changes to Chapter 6 of the Civil Service Rules. The proposed changes will have a great impact on all classified employees and many may wish to attend the meeting to listen and/or speak to the Commission. Employees who wish to attend and/or speak must take leave if the meeting occurs during their regular work schedule. As always, employees must request their supervisor's approval of leave in order to use it.

**Why do I have to take leave?**

Employees must take leave because when attending the meeting they are not performing the job that they have been hired to do. Although the topic may be work-related, the taxpayers of Louisiana cannot pay employees when they are pursuing their personal interests.

**Can my supervisor deny my leave request?**

Yes, a supervisor can deny an employee's request for annual leave at any time. The needs of the agency must be considered first when granting leave. For example, coverage may not be available for an employee or granting one employee time off may cost the agency overtime pay for additional hours of another employee. However, leave should not be unreasonably withheld.

**Do I have to take leave to express my opinion to the legislature or other public body?**

Yes, this standard applies to any time an employee wishes to address a matter of personal interest in front of a public body such as a legislative committee, levee district, school board, etc.

**What if my supervisor assigns me to attend the meeting?**

If your supervisor directs you to attend or speak at a Civil Service Commission meeting or other public meeting as a part of your job, then you do not have to take leave.

Chapter 14 of the Civil Service Rules outlines other prohibited activities of classified employees. Please do not hesitate to contact your DSCS Assistance Coordinator at 225-342-8274 if you have any other questions.

Sincerely,

s/Shannon S. Templet  
Director