



JAY DARDENNE
LIEUTENANT GOVERNOR


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

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2012-006

TO: All Employees of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, PHR 
Human Resources Director

SUBJECT: PPM #42 - Attendance and Leave Policy

DATE: February 2, 2012

Attached please find PPM #42 – Attendance and Leave Policy, which was issued on February 2, 2012. **All OLG/DCRT employees are required to read the policy and sign the attached Policy Acknowledgment.** Signed acknowledgment forms are due to the Human Resources Division, Attention: Casey Hickman, no later than March 16, 2012.

The new policy and associated acknowledgment form may also be accessed on Channel Z, which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

Please note that this policy cancels and supersedes all other memoranda and policies on this subject, to include Policy and Procedure Memorandum No. 26 from the Office of State Parks.

In accordance with the policy, each supervisor and/or site manager is responsible for determining and properly advising his/her employees of the appropriate method(s) by which an employee can call-in to report their tardiness/absence from work, to include whether text messages, emails, and/or voicemails are acceptable.

Please make the policy and acknowledgment form available to your employees who may not have email access.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:rnd
Attachments

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