



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

September 20, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-08

TO: All ISIS HR Agencies
HR Directors, Fiscal Officers, and Undersecretaries

FROM: Jena W. Cary
Director

SUBJECT: Special Leave Due to Office Closures for Hurricane Ivan

Attached is a memorandum sent to department secretaries and elected officials from the Commissioner of Administration, Jerry Luke LeBlanc, regarding the use of special leave for office closures last week due to Hurricane Ivan. Agencies must review the memo and make appropriate entries to record the special leave. Timekeepers for ISIS HR paid agencies should use absence type "LSOC".

If there are any questions, contact Andrea Hubbard at (225) 342-0715.

JWC/APH/kmb

Attachment: [Memo to All Department Secretaries and Elected Officials](#)

MEMORANDUM

TO: All Departmental Secretaries and Elected Officials

FROM: Jerry Luke LeBlanc
Commissioner of Administration

DATE: September 17, 2004

RE: Weather-Related Office Closures and/or Employee Absences

The Civil Service Rules contained in Chapter 11 for classified employees specifically address the authority of the Appointing Authority to authorize employees to work, or not work, as a result of local conditions. For unclassified employees, the provisions in Executive Order MJF 98-23 should be followed until a comparable Executive Order is issued by Governor Blanco.

Under Civil Service Rules, how employee absences are handled depend upon whether or not the office location has been declared officially "closed" by the Governor, the Commissioner of Administration, or the appointing authority, due to an act of God or other conditions making it impracticable for the employee to work. Specifically, if an office is officially "closed," the employee is not considered on leave. Therefore, no time off with loss of pay, annual or sick leave shall be assessed for any employee not at work due to the declared emergency. Employees who actually work during a closure are working overtime in accordance with the definition contained in Rule 21.7(b)(4), and should be compensated in accordance with Chapter 21 of the Civil Service Rules.

If there is no closure of the office, an appointing authority (in accordance with Civil Service Rule 11.23(g) or Executive Order MJF 98-23, Section 16.7) may grant special leave to individuals who were not at work due to local conditions which make it impractical for the employee to be at work.

As the result of the release of state employees due to office closures necessitated by Hurricane Ivan, employees should be placed on special leave for the period of the official closure of that employees' official work domicile.

Official closures were made as follows:

9-14-04 Lafitte, Barataria, Crown Point, Grand Isle, Plaquemines,
11:45 a.m. St. Charles, Assumption, Jefferson, Lafourche, Orleans, St.
Bernard, and Tangipahoa, south of I-12, St. James, St. John,
Terrebonne

9-14-04 St. Tammany
1:00 p.m.

9-14-04 Washington, and remainder of Tangipahoa
11:18 p.m.

9-15-04 Ascension, West Baton Rouge, East & West Feliciana,
11:15 a.m. St. Helena, Iberville, Pointe Coupee, and Livingston

9-15-04 St. Mary
11:55 a.m.

9-15-04 East Baton Rouge
2:00 p.m.

9-16-04 Announcement of re-opening of all offices effective Friday
4:05p.m. 9-17-04, except St. Bernard, Plaquemines, and Grand Isle

In addition to the special leave authorized above, appointing authorities may grant special leave for specific need situations. Also, individuals who had previously submitted leave requests for times included within the closure periods may cancel those requests.