



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

March 3, 2005

**ISIS Memorandum #05-036**

To: Human Resources Directors  
Employee Administrators  
Time Administrators

Subject: Military Leave Quota Change

Effective calendar year 2005, ISIS HR will support only one Military quota from which both *LMAL* (Military Active Leave) and *LMTL* (Military Training Leave) hours will be deducted. The new **Military** quota, type: 87, will be available in ISIS HR beginning Thursday, March 3, 2005.

Any existing 2005 Military–Active Duty or Military–Training Leave quota records will be replaced with the new Military quota. All existing 2005 *LMAL* and *LMTL* absences will automatically reduce the available days in the new quota record. This maintenance will be performed by ISIS HR staff and should be concluded no later than Monday, March 7, 2005. Affected agencies can run ZT06, Absence Quota report, and select ‘Military Quota’ to confirm that all necessary 2005 quota records were recreated.

While ISIS HR provides a Military quota record to assist agencies in monitoring the 15-day Military paid leave maximum is not exceeded, it is critical the quota records are properly established and military-related absence hours are correctly recorded to prevent over-deductions.

Always adhere to the following:

- Military quota records must always be created for one calendar year (e.g., 01/01/05 thru 12/31/05). They should never reflect 12/31/9999 as their end (TO) date.
- Military absences for employees on a 24H 7DAY schedule will not properly reduce Military quota. A substitution to a standard 8, 10, 12 hour daily schedule must be done for the days/weeks that involve paid Military absences. The employee can be returned to the 24H 7DAY work schedule once their military paid leave is exhausted.
- ZT06 will report the existence of Military Quotas and indicate the number of days deducted (and remaining). This report should be run before creating a new Military Quota to prevent creating duplicate quota records.

Questions should be directed to the ISIS HR Help Desk at 342-2677, options 1, 2.

MO/ef

cc: Whit Kling, Deputy Undersecretary