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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

August 12, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM # 2009-11

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Sabbatical Leave for Special School District Employees

[Act 432](#) of the 2008 Regular Legislative Session has been signed by the Governor with an effective date of August 15, 2008. This act clarifies the definition of "teacher" and "teaching staff" as it relates to the usage of sabbatical leave.

The changes to the law provides that for purposes of determining sabbatical leave for Special School District employees, the words "teacher" and "teaching staff" shall also include social workers, guidance counselors, and school psychologists who hold professional ancillary certificates by the Department of Education.

The current ISIS HR educator Sabbatical absence codes should be utilized for these additional employees. If you have questions in reference to how these absence types should be entered, please contact the ISIS HR Help Desk at the following website http://www.doa.louisiana.gov/ois/Service/User_Support/Helpdesk/helpdesk.htm. Any other questions should be directed to a member of the OSUP Compliance and Research Unit at _DOA-OSUP-COMP@LA.GOV or call (225):

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JWC:PFJ/ral