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**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

May 14, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-45

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: Update to FMLA Absence Types

Prior to the implementation of the ISIS HR system, the Division of Administration worked with Civil Service to determine the appropriate method for handling leave rolls. At that time, the Family Medical Leave Act (FMLA) did not permit employers to count FLSA Compensatory Leave (1.5K) as FMLA or to charge 1.5K leave against FMLA leave entitlement.

This portion of the law was changed effective January 16, 2009. The new rules (825.207) allow government employers to use 1.5K for an FMLA absence and count that absence against the employee's FMLA leave entitlement.

Based on the above, the FMLA leave rolls in ISIS HR have been changed to make them consistent with other non-FMLA leave rolls. The following codes have been changed effective 5/18/2009 to include 1.5K in the leave rolls as follows:

**If entered:**

LBFM / FMLA Self  
LDFM / workers comp FMLA  
LAFM / FMLA Family

**Quota reduction order:**

LB (sick) > **1.5K** > ST K > Annual  
LB (sick) > **1.5 K** > ST K > Annual  
**1.5K** > ST K > Annual

Agency HR policies should be reviewed and revised, as necessary, to reflect this change.

Questions should be directed to Laura Odom at (225) 342-5333.

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