

**BOBBY JINDAL**  
GOVERNOR



**PAUL W. RAINWATER**  
COMMISSIONER OF ADMINISTRATION

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

August 12, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-08

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: Update to OSUP Memorandum #2009-11  
Sabbatical Leave for Special School District Employees

[Act 470](#) of the 2010 Regular Legislative Session has been signed by the Governor with an effective date of August 15, 2010. This act further clarifies the definition of “teacher” and “teaching staff” to include additional job titles for the usage of sabbatical leave.

The changes to the law concerning the usage of sabbatical leave amends the terms, “teacher” and “teaching staff” to include school nurses, audiologists, educational diagnosticians, and speech-language pathologists employed by state special schools who hold valid professional ancillary certificates from the Department of Education. For a school nurse, a professional ancillary certificate means a Type A, Type B, or Type C certificate.

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](#). Any other questions should be directed to Angela Woods at (225) 342-5332.

APH:ASW/ral