



Louisiana  
**SCS**  
State Civil Service

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## ***HR Handbook Update No. 2016 – 0001***

**Issue Date:** January 26, 2016

**To:** HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject:** Update to HR Handbook Chapter 11

**REASON FOR THE UPDATE:** To provide clarification to HR officials regarding the leave of absence from a classified job to accept unclassified appointments

**EFFECTIVE DATE:** January 25, 2016

This update is to provide a useful tool in the form of a new job aid regarding the use of leave without pay to assume an unclassified position under the provisions of State Civil Service Rule 11.27.1. The job aid clarifies the authority of the appointing authority to grant or revoke the leave, the rights of the employee to his classified position, and the prohibition of such leave to probationary employees.

**Rule by Rule Summary:**

SCS Rule 11.27.1 – Revised to add a link to the new job aid “Leave Without Pay for Service in an Unclassified Position.”

**Job Aid Creation:**

A new job aid is now accessible in Chapter 11 of the HR Handbook under Job Aids & Resources: [Leave Without Pay for Service in an Unclassified Position](#).

If you have any questions regarding these updates, please contact your Employee Relations Consultant at (225) 342-8274.

Sincerely,

Byron P. Decoteau, Jr.  
Director  
State Civil Service