

State Police Commission



Post Office Box 66555
Baton Rouge, La. 70896-6555
Phone (504) 925-7057
Fax (504) 925-7058

July 26, 1993

Transmittal Sheet No. 5

To: State Police Commission Members, Colonel Paul W. Fontenot, Russell J. Culotta, Foye L. Lowe, Jr., Rosemary Hannie, Walt Smith, Thomas H. Normile, Baxter W. Welch, Walter L. Smith, III, Charles R. Dupuy, Mark Bascle, Allen T. Moss, Russell G. Fontenot, Michael D. Rawson, Roger L. Jaubert, James L. Matthews, III, Dennis J. Pellerin, Jerry W. Patrick, Dane K. Morgan and Russell Cook, Sr.

Subject: Amendment to State Police Commission Rule 11.23.1

At its July 19, 1993 meeting, the State Police Commission approved the amendment to Rule 11.23.1 as attached. This Rule has an effective date of July 19, 1993. Please insert this page in Chapter 11 of the State Police Commission Rules.

Sincerely,

A handwritten signature in blue ink that reads 'Debra L. Johnson'. The signature is written in a cursive, flowing style.

Debra L. Johnson
Director

Attachment

all amounts received by him as Workmen's Compensation benefits. Requests for such leave shall be submitted in writing by the appointing authority and shall include all information necessary to determine whether an employee is covered by this Rule.

(b) If a request, made in accordance with the provisions of Subsection (a) of this Rule, is found to be questionable or if the leave requested exceeds or later extends beyond six months, the Director shall submit such request to the Commission for its review and approval.

11.22 Repealed, effective December 17, 1957.

11.23 Civil, Emergency, and Special Leave.

An employee shall be given time off without loss of pay, annual leave, or sick leave when

(a) Performing jury duty.

(b) Summoned to appear as a witness before a court, grand jury, or other public body or commission, provided that for purposes of this Subsection a plaintiff or defendant shall not be considered a witness, nor shall this Subsection apply to an employee summoned as a witness as a result of employment other than State employees.

(c) Performing emergency civilian duty in relation to national defense.

(d) His appointing authority determines that he is prevented by an act of God from performing duty.

(e) Amended and Re-enacted effective January 11, 1989 as Rule 11.23.2.

(f) Participating in a State Civil Service examination on a regular work day, or taking a required examination pertinent to the examinee's State employment, before a State licensing board.

(g) The appointing authority determines that because of local conditions or celebrations it is impracticable for his employees in such locality to work.

- (h) The employee is ordered to report for pre-induction physical examination incident to possible entry into the military forces of the United States.
- (i) The employee is a member of the National Guard and is ordered to active duty incident to local emergency, act of God, civil or criminal insurrection, civil or criminal disobedience, or similar occurrences of an extraordinary and emergent nature which threatens or affects the peace of property of the people.
- (j) Engaged in representation of a client in a criminal proceeding pursuant to an order of a court of competent jurisdiction, provided if compensation for such services is available from another source, he may not accept the special leave and the compensation.
- (k) The employee is a current member of a Civil Air Patrol and incident to such membership is ordered to perform duty with troops or participate in field exercises or training, except that such leave shall not exceed 15 working days in any one calendar year and shall not be used for uni meetings or training conducted during such meetings.

*11.23.1 Funeral Leave.

Probationary and permanent employees may be granted time off without loss of pay, annual leave or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent or grand-child; provided such time off shall not exceed three (3) days on any one occasion.

11.23.2 Voting Leave.

A probationary or permanent employee may be granted time off without loss of pay, annual leave or sick leave when voting in a primary, general or special election which falls in his regularly scheduled work day, provided not more than two hours of leave shall be allowed to vote in the parish where he is employed and not more than one day to vote in another parish.

11.24 Educational Leave.

- (a) Leave without pay for educational purposes may be granted an employee for a period equivalent to the period of attendance at the educational institution.