

MEMORANDUM

TO: All state employees

FROM: Jay Dardenne, Commissioner of Administration

RE: COVID-19 leave guidelines

DATE: 3/13/20

Based upon the [proclamation](#) issued by Governor John Bel Edwards, state employees should use the following guidelines regarding leave procedures related to the COVID-19 event.

- 1) State offices remain open and fully functional.
- 2) Appointing authorities are authorized to designate employees capable of performing their customary duties to work from home.
- 3) In addressing employee leave related to the COVID-19 event, as authorized by Civil Service rules, the following guidelines apply:
 - Employees who are ill are required to take off work, using normal sick leave procedures. Appointing authorities may authorize the use of compensatory/annual leave upon exhaustion of sick leave.
 - Employees who have been presumptively or positively diagnosed with the coronavirus are required to take off work, using normal sick leave procedures. Appointing authorities may authorize the use of compensatory/annual leave upon exhaustion of sick leave. Additionally, upon exhaustion of all such leave, appointing authorities may authorize the use of special leave under [Rule 11.23\(d\)](#).
 - Employees needing to stay home due to school or daycare closures should use normal annual leave procedures. Appointing authorities may authorize the use of sick leave upon exhaustion of compensatory/annual leave. Additionally, upon exhaustion of all such

leave, appointing authorities may authorize the use of special leave under [Rule 11.23\(d\)](#).

- Employees needing to stay home to care for a spouse or dependent child residing in the employee's household who has been presumptively or positively diagnosed with the coronavirus should use normal annual leave procedures. Appointing authorities may authorize the use of sick leave upon exhaustion of compensatory/annual leave. Additionally, upon exhaustion of all such leave, appointing authorities may authorize the use of special leave under [Rule 11.23\(d\)](#).

The above provisions apply to all full-time employees, classified and unclassified, and extend through April 12, 2020, unless extended by State Civil Service. Employees should direct any questions to the Human Resources directors in their agencies.