

State Police Commission



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Cathy J. Derbonne
Director

General Circular No. 158

Date: August 18, 2011

Subject: Revision of State Police Commission Rule 11.34 Crisis Leave Pool

Pursuant to the provisions of State Police Commission Rule 2.10(a), the State Police Commission will hold a public hearing on September 15, 2011 to consider the revision of State Police Commission Rule 11.34. The hearing will begin at 9:00 a.m. in Class Room 5, Building A, State Police Training Academy, 7901 Independence Boulevard, Baton Rouge, Louisiana.

CHAPTER 11.34

CRISIS LEAVE POOL

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11.34 Crisis Leave Pool

Subject to the provisions of Rule 11.5(a), the appointing authority may establish a policy to implement and administer a pool of shared annual **or sick** leave which may be used by employees who cannot work due to a crisis situation and who have insufficient appropriate paid leave to cover the absence needed for the crisis situation. An employee using leave from a crisis leave pool shall receive leave in sufficient quantity to ensure his wage replacement is 75% of the pay he would receive in a regularly scheduled work week. The policy must have the approval of the State Police Commission prior to implementation. At minimum, the policy must include the following conditions and elements:

1. The policy shall establish a cap on the amount of annual **or sick** leave which may be donated by an individual employee. No cap shall exceed 240 hours per employee per calendar year.
2. The policy shall establish a reasonable balance of annual **or sick** leave that donors are required to retain after the leave donation.
3. The policy shall establish a cap on the amount of leave which may be used by an individual employee. The cap shall not exceed 540 hours during ~~one calendar year~~ **a 12 month period**.
4. The policy shall establish and clearly define eligibility criteria and the crisis situations which will be covered.
5. The policy shall define a procedure for administering the leave pool.

6. The policy shall establish a prohibition against the use of coercion or pressure to donate leave.

7. The department may establish other policy elements and conditions as deemed necessary. All additional elements and conditions shall be in compliance with State Police Commission Rules.

8. The leave pool may be either:

(a) a pool consisting of leave hours donated and used; or

(b) a pool consisting of the dollar value of the leave donated and used.

Please review this proposal and furnish, in writing, by September 1, 2011 any comments which you consider pertinent. If you would like to appear before the Commission and present your comments orally, you are invited to do so. You must notify this office by September 1, 2011 of your intention to address the Commission in order to be placed on the agenda.

Please post this General Circular in a prominent place, so that all employees will receive notice of this public meeting. If any special accommodations are needed, please notify us prior to the meeting date.

Sincerely,

Cathy Derbonne
Director