
UNCLASSIFIED APPOINTEES AND UNCLASSIFIED EMPLOYEES OF DENR – ATTENDANCE AND LEAVE

I. POLICY

It shall be the policy of the Louisiana Department of Energy and Natural Resources (DENR) to manage attendance and leave for unclassified appointees and unclassified employees of DENR in accordance with Executive Order Number JBE 2023-18 (Rules and Policies on Leave for Unclassified Service – Amended November 1, 2023) and all applicable laws, regulations and DENR policies.

II. APPLICABILITY

This policy is applicable to unclassified appointees and unclassified employees of DENR.

III. DEFINITIONS

- A. Executive Order Number JBE 2023-18 (Section 2)** contains definitions of terms used in the Order. Those definitions are incorporated herein by reference. *Please note, any subsequent executive order relating to the rules and policies for the unclassified service supersedes this policy.*
- B. LaGov HCM Human Resources System** – The computer-based integrated human resources and payroll system used by the executive branch departments of the State of Louisiana.
- C. LEO (Louisiana Employees Online):** Employee access to time and pay information stored in LaGov HCM.

IV. POLICY PROVISIONS

A. Unclassified Appointees

1. Identification of unclassified appointees within DENR – In accordance with the definition of “Unclassified appointee” contained in Executive Order Number JBE 2023-18 (Section 2.O), DENR has identified the following positions serving as unclassified appointees:
 - a. Appointed by the Governor:
 - Secretary (Position # 50371)
 - Undersecretary (Position #50283)
 - Commissioner of Conservation, Office Conservation (Position #50643)
 - Assistant Secretary, Office of Coastal Management (Position #134131)
 - Assistant Secretary, Office of Mineral Resources (Position #143466)
 - b. Appointed by the Secretary:
 - Deputy Secretary (Position #50675578)
 - Executive Counsel (Position #50348355)
 - Confidential Assistant (Position #50518789)
 - Press Secretary (Position #50348356)
 - Special Counsel (Position #50371418)
 - Executive Director, Oilfield Site Restoration (Position #50672216)
2. Compensatory leave shall not be earned by any unclassified appointee. Unclassified appointees shall not enter requests for compensatory leave in LEO.
3. Each unclassified appointee, except the DENR Secretary, shall timely certify their attendance and leave usage in LEO at the end of each pay period. This certification shall be based on the

employee working or taking the appropriate leave for a minimum of eighty (80) hours each pay period irrespective of the daily work schedule that is required by the LaGov HCM system.

4. Annual Leave and Sick Leave – Unclassified appointees shall earn, use, carry over and receive payment for annual leave and sick leave in accordance with Executive Order Number JBE 2023-18, Sections 5 - 14.
5. Special Leave – Unclassified appointees are eligible for special leave (non-chargeable leave) as specified in Executive Order Number JBE 2023-18, Section 19.
6. Military Leave – Unclassified appointees who are members of the armed forces are eligible for military leave as specified in Executive Order Number JBE 2023-18, Section 20.
7. Other Leave – Unclassified appointees are eligible for other types of leave as specified in Executive Order Number JBE 2023-18, Section 22.

B. Unclassified Employees

1. Defined in Executive Order Number JBE 2023-18 – Section 2.P as “An officer or employee who serves at the pleasure of their appointing authority and whose position is designated as such in accordance with Civil Service Rule 4.1, Sections (c) – (e), and Louisiana Constitution Article X, Section 2.”
2. Certification of attendance for unclassified employees – Each unclassified employee (whether leave-earning or not) shall timely certify their attendance and leave usage in LEO at the end of each pay period.

In accordance with their approved work schedules, full-time unclassified employees shall certify a minimum of 80-hours per pay period in accordance with Executive Order JBE 2023-18, Section 3.

3. Annual Leave and Sick Leave – Unclassified employees, except students and temporary, intermittent or seasonal employees as defined in Executive Order Number JBE 2023-18, Section 2, shall earn, use, carry-over and receive payment for annual leave and sick leave in accordance with Executive Order JBE 2023-18, Sections 5 – 14.
4. Special Leave – Unclassified employees in leave-earning positions are eligible for Special Leave (non-chargeable leave) as specified in Executive Order Number JBE 2023-18, Section 19.
5. Military Leave – Unclassified employees in-leave earning positions who are members of the armed forces are eligible for Military Leave as specified in Executive Order Number JBE 2023-18, Section 20.
6. Other Leave – Unclassified employees in leave earning positions are eligible for other types of leave as specified in Executive Order Number JBE 2023-18, Section 22.
7. Leave of Absence without Pay – An appointing authority may approve a leave of absence without pay for an unclassified employee as specified in Executive Order Number JBE 2023-18, Section 23.

V. QUESTIONS

Questions regarding this policy should be directed to the Human Resources Division.

VI. REFERENCES

Executive Order Number JBE 2023-18
Civil Service Rule 4.1, Sections (c) – (e)
Louisiana Constitution Article X, Section 2

VII. REVISION HISTORY

Date	Action
May 2024	Policy Established

AUTHORIZATION:

Mark Normand, Jr., Undersecretary