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**LAFOURCHE PARISH CIVIL SERVICE**  
**RESOLUTION NO. CS17-005**

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**RESOLUTION AMENDING SECTION 9.1(B), SPECIAL LEAVE OF ABSENCE WITHOUT PAY, OF CHAPTER 9, LEAVE(S) OF ABSENCE, HOURS OF WORK AND ATTENDANCE, TO INCREASE THE LEAVE FROM “NOT TO EXCEED 24 MONTHS TO 48 MONTHS.”**

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**WHEREAS**, the Administration has requested an amendment to Chapter 9 of the Civil Service manual; and

**WHEREAS**, Section 9.1(b) of Chapter shall be amended (as attached); and

**WHEREAS**, the Civil Service Board discussed and held required public hearing regarding said amendment at its October 25, 2017 Board meeting;

**THEREFORE, BE IT RESOLVED**, by the Lafourche Parish Civil Service Board convened in regular session on October 25, 2017, that it does hereby amend Section 9.1(b), Special Leave of Absence Without Pay, of Chapter 9, Leave(s) of Absence, Hours of Work and Attendance, to increase the leave from “not to exceed 24 months to 48 months”; and does hereby authorize the Civil Service Department to make said changes.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution is hereby forwarded to the Human Resources Department; and respective Appointing Authority.

This resolution having been submitted to a vote, the vote thereon was recorded as follows:

YEAS:        Mr. Marcel Lovelace  
                 Mr. Glenn Chance  
                 Mr. Barry Uzee  
                 Mr. Walker Jones, Jr.

NAYS:        None

ABSENT:     Mr. Ray Collins

On motion by Mr. Marcel Lovelace, and seconded by Mr. Walker Jones, Jr., the above resolution was declared adopted on this 25<sup>th</sup> day of October, 2017.

*/s/ Marcel Lovelace*  
Marcel Lovelace, Chairman  
Civil Service Board

*/s/ Sheila B. Boudreaux*  
Sheila B. Boudreaux  
Director of Civil Service

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I, SHEILA B. BOUDREAUX, Director of Civil Service for the Lafourche Parish Government, do hereby certify that the foregoing is a true and correct copy of Resolution No. CS17-005 adopted by the assembled Board in regular session on October 25, 2017, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS ON THE 26<sup>th</sup>, DAY OF October, 2017.

*/s/ Sheila B. Boudreaux*

Sheila B. Boudreaux  
Director of Civil Service

# CHAPTER 9 LEAVE(S) OF ABSENCE, HOURS OF WORK, AND ATTENDANCE

## Section 9: Special Leave of Absence Without Pay

- 9.1 An Appointing Authority may grant a classified employee special leave of absence without pay for the purpose of enabling the employee to accept an unclassified position in the Parish service, except an elective office. The leave without pay herein authorized shall end automatically and the employee reverts to his/her classified position held prior to the leave of absence whenever:
- a. the employee resigns or otherwise terminated from the unclassified position; or
  - b. not to exceed ~~twenty-four (24)~~ **forty-eight (48)** months or the end of the current Parish President's term, whichever occurs first.