



SCOTT A. ANGELLE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PAM BREUX
SECRETARY
DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2010-028

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Jan Ramezan 
Human Resources Director

SUBJECT: HR Policy #2F-0104 – Family Medical Leave Act (FMLA)
Revised April 23, 2010

DATE: August 5, 2010

Attached is a revised copy of HR Policy #2F-0104 – Family Medical Leave Act (FMLA) which applies to employees in the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT).

Updated FMLA Forms may be accessed on the H. R. Website, Channel Z under FMLA. Remember to discard all obsolete forms.

Also attached is a copy of the most up-to-date notification of the “Employee Rights and Responsibilities”. A hard copy will be forthcoming under separate cover. We are required under Federal Law to make this information accessible to all employees.

Please ensure that the updated policy and notification are made available to all OLG/DCRT employees. All questions regarding FMLA need to be referred to Human Resources at (225) 342-0880.

JR:cm
Attachments
c: Personnel Liaisons

Please Post and Circulate