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## M-361 DEFINITION

State Service, for the purpose of layoff and layoff avoidance measures, means the sum total length of Classified State Service in the equivalent full-time years, months and days as an employee of a State agency or agencies.

## M-362 SERVICE NOT COUNTED

- Authorized Leave Without Pay (LWOP) of more than 30 calendar days - (after January 1, 1983).
- State service earned before retirement in any state retirement system by an employee who is rehired into state service after such retirement.
- Unclassified state service obtained after January 1, 1983.
- Classified state service obtained after January 1, 1983, on a restricted or provisional appointment if such an appointment was not converted to a probational or job appointment.
- Both Classified and Unclassified part-time intermittent (when actually employed-WAE) state service acquired after January 1, 1983. Such service prior to January 1, 1983, must be prorated.


## M-363 SERVICE COUNTED

All time spent on any type of Classified and/or Unclassified appointment prior to January 1, 1983. Examples of Unclassified service that counts prior to January 1, 1983:

- Employees of parish and state school boards;
- Public school teachers, teacher's aides, lunchroom workers, bus drivers, custodial workers, and other nine or ten-month per year employees.

NOTE: The above are credited with a full year of service, except when they resign at the end of a school term, that school term counts only for the months worked. (i.e., a teacher who works nine months and does not return, gets only the nine months credited. If he/she returns to teach the following school year, the summer months are credited and twelve months are earned);


- Substitute teachers are credited only with days actually worked;
- State Board or Commission members are credited only with duty-status hours (e.g., hours the official meetings are attended, etc.);
- Department/agency heads appointed by the Governor (i.e., Secretary, Deputy Secretary, Undersecretary, Assistant Secretary, etc.); and,

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- Student employees in the unclassified service ([Rules 1.5.1 or 4.1\(d\)2](#). Civil Service Rules can be accessed via the following website: <http://www.civilservice.la.gov/hrprofessionals.asp> under HR Reference).

None of the above examples of unclassified service counts if acquired after January 1, 1983.

- Classified State service obtained after January 1, 1983, on probational, job and permanent appointments and on restricted or provisional appointments that were converted to probational or job appointments counts.
- Absence from State Service of not more than one year as the result of a layoff of an employee with permanent status (i.e., if a permanent employee is laid off and then accepts a probational or permanent appointment before the expiration of one year from the layoff, the time from layoff to the effective date of such appointment counts. If an employee accepts any other type of appointment (restricted, job, provisional, etc.) within the one-year period, the time does not count).
- Any military service that interrupts classified employment, including military service consisting of active duty in the armed forces of the United States for not more than six years of voluntary service or an indefinite period of involuntary service as long as it meets the provisions of [Rule 17.21\(a\)](#). Also, an interruption for military service includes leave without pay (LWOP) for military purposes.
- Separations of not more than thirty (30) calendar days count, EXCEPT no breaks between restricted and/or multiple restricted appointments count.
- Unclassified State Service acquired by an unclassified employee relative to his being brought into the Classified service under [Rule 8.27](#).
- If an employee is furloughed or has his/her regular work hours reduced as a layoff avoidance measure, all such hours or days not worked as a result of these measures count. This includes both voluntary and forced layoff avoidance measures.
- All time spent on paid leave such as annual, sick, compensatory, etc. counts.
- Authorized Leave Without Pay (LWOP) under the following conditions:
  - Any LWOP taken prior to January 1, 1983;
  - Any period(s) of LWOP which does not exceed thirty (30) calendar days, if taken after January 1, 1983. Only thirty (30) calendar days of LWOP counts as state service during any calendar year (i.e., January 1, 1983 through December 31, 1983).

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- To hold an unclassified office, job or position with the state while on LWOP from a classified position (e.g., Senior Executive Service).
- LWOP authorized for educational purposes and approved by the Civil Service Director counts. Such education must be required by the agency, pertinent to the job or needs of the agency, and full-time as defined by the educational institution attended, except that a final semester's work toward a degree need not be full-time.

All periods of classified state service not expressed above must be submitted to the Civil Service Director for a ruling.