

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy #6.033**

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**Title: SPECIAL LEAVE POLICY RELATED TO HURRICANES**  
**KATRINA AND RITA**

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| Authority: Board Action | Original Adoption: | 11/09/2005 |
|                         | Effective Date:    | 11/09/2005 |
|                         | Last Revision:     | Initial    |

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All employees of affected colleges of the Louisiana Community and Technical College System should make every effort to immediately provide their employer with information concerning how they may be contacted. This contact information is vital to our efforts to keep employees informed about work assignments, pay issues, insurance issues, and many other questions and concerns employees may have. Employees should use the contact numbers and/or websites listed below to provide the required contact information. If possible, please communicate through e-mail to the website.

Louisiana Community and Technical College System <http://www.lctcs.net>  
Delgado Community College <http://www.dcc.edu>  
Elaine P. Nunez Community College <http://www.nunez.edu>  
Louisiana Technical College <http://www.theltc.net>  
SOWELA Technical Community College <http://www.sowela.net>

All employees should know that leave with pay will be granted to a classified employee or an administrative/professional (unclassified) employee whom the campus head determines is:

1. directly affected by Hurricane Katrina and/or Rita;
2. rendering it impossible or impractical, in the judgment of the campus head, for the employee to report to his/her customary work assignment due to emergency conditions.

Employees on such special leave may be placed on assignments to other than their regular duties when it is in the best interests of the employee and the Louisiana Community & Technical College System. The campus head will determine when such reasonable assignments will be made. An employee will not be reassigned unless the employee is reasonably qualified under the emergency circumstances to perform the job to which he or she is being assigned.

As a condition of being granted such leave, the employee must make every effort under these difficult circumstances to provide the required contact information. Employees who do not comply with this requirement could potentially subject themselves to adverse personnel action.

This special leave is in effect for a period of time to end no later than November 6, 2005.

Provisions of this policy are subject to further review as circumstances require.