

Revised June 8, 2026

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 10

SUBJECT: Hours of Work

EFFECTIVE DATE: March 1, 1977

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PHILOSOPHY

The Department of Transportation and Development (DOTD) recognizes that many of its employees have a desire for flexible or compressed work arrangements. DOTD also recognizes that the provision of flexible or compressed work options may contribute to our success in employee recruiting and retention efforts. Therefore, when there is a clear business justification, DOTD will consider allowing employees to deviate from the standard 8-hour day, Monday - Friday work week schedule.

Employees should be aware, however, that not all jobs lend themselves to flexible or compressed work schedules. For example, all members of a highway maintenance crew may need to work the same, fixed schedule in order to work efficiently. The nature of other operations, such as ferries, bridge operations, etc., may also require 24-hour manning, which in turn dictates fixed work/shift schedules. In all cases, however, the employee's Appointing Authority must determine whether flexible or compressed work arrangements can be accommodated by considering workload, work flow, work quality and accomplishment of the Section's/District's work mission.

Employees must also recognize and accept that the Department's operational and staffing needs take precedence. There will inevitably be requests that will be denied due to work needs. No employee should therefore view a flexible or compressed work arrangement as a right, as schedules are subject to be modified based on the needs of the Department. The implementation of alternative work hours is a privilege, and all employees must take responsibility for the success of this program.

2. POLICY

The work week for DOTD is a 7-day period, beginning at 12:01 a.m. each Monday and ending at 12:00 midnight the following Sunday. Although individual employees may have various work schedules during this work week, each DOTD office will be staffed and fully functional with decision making abilities for business from 7:45 a.m. to 4:15 p.m., Monday through Friday. Phones will be answered and all services provided during these hours. Voice mail should only be used before and after these hours, unless an employee is unavailable to answer the telephone.

3. TYPES OF WORK SCHEDULES

Given these parameters, the types of work schedules that may be available to DOTD employees and the characteristics of each are listed below:

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A. Flexible Schedule

- (1) The employee works eight (8) hours per day, five (5) days per week, Monday through Friday.
- (2) The employee is required to work during core hours (7:45 a.m. to 4:15 p.m.) unless a flexible schedule is approved by the Appointing Authority with starting times between 6:00 a.m. to 8:30 a.m.

B. Compressed Work Schedule

- (1) Employee works more than eight (8) hours on some or all workdays. Compressed work schedules do not include shift work.
- (2) Compressed Work Schedule Options:
 - a. Four 10-hour workdays with Monday or Friday as the designated day off.
 - b. Four 9-hour workdays plus one 4-hour workday with Monday morning or Friday afternoon as the half-day off.
 - c. Four 9-hour workdays in one week of a pay period (36-hour week) and four 9-hour workdays and one 8-hour workday in the other week of the same pay period (44-hour week) with Monday or Friday as the designated day off. *This option is available only to employees classified as Exempt under the Fair Labor Standards Act (FLSA).*
- (3) Employees must work a fixed schedule; no employee may work more than 10 hours in one day, and no employee may start work earlier than 6:00 a.m. nor finish work later than 6:00 p.m.
- (4) Employees requesting a compressed work schedule shall submit a written justification along with the Work Schedule Request form (refer to the Human Resources, Forms, and Job Aid intranet link for the form) for approval by the Appointing Authority.
 - a. An Appointing Authority is not authorized to work a compressed work schedule of four 10-hour workdays.
 - b. The Appointing Authority must ensure coverage during core business hours as necessary to meet the business needs of the Department.

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- (5) When a statutory or declared holiday falls on an employee's regularly scheduled day off, the employee is entitled to a designated holiday on the next closest workday, either preceding or following the holiday, subject to supervisory approval. (La. R.S. 1:55). The designated holiday code (Absence Code LHDH) must be entered on the workday designated as the holiday.

Consistent with Civil Service Rules, the Department can require any employee to work on a holiday or regularly scheduled day off. Employees must then be compensated for hours worked in accordance with FLSA regulations, as outlined in PPM #12, DOTD Compliance with Fair Labor Standards Act (FLSA).

C. Reduced Working Hours (36-Hour Work Week)

- (1) Employees work a minimum of 36 hours per week on a fixed schedule and will be compensated for all hours actually worked. Any hours worked beyond 36 in a week must receive advance approval from the employee's supervisor. Hours worked over 36 in a week will be paid at the regular rate (straight time). Hours exceeding 40 per week will be compensated in accordance with PPM #12 – Compliance with FLSA.
 - a. An Appointing Authority is not authorized to work a reduced 36-hour work schedule.
 - b. The Appointing Authority must ensure coverage during core business hours as necessary to meet the business needs of the Department.
- (2) 36-hour Work Week Schedule Options:
 - a. Four 9-hour days with Monday or Friday as the unpaid designated day off.
 - b. Four 8-hour workdays plus one 4-hour workday with Monday morning or Friday afternoon as the unpaid designated half-day off.
- (3) Employees are required to accurately record and submit their work hours in LEO by creating a CATS time request. Failure to enter time as required may delay payment until the hours are properly submitted and approved.
 - a. Failure to enter hours worked in a timely manner may result in the employee returning to a standard 40-hour workweek schedule.

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- (4) Employees must work a fixed schedule; no employee may work more than 10 hours in one day, and no employee may start work earlier than 6:00 a.m. nor finish work later than 6:00 p.m.
- (5) When a statutory or declared holiday falls on an employee's regularly scheduled day, the employee will be paid the scheduled hours for that day.
- (6) Certain employee benefits are reduced on a prorated basis, such as retirement (service credit based on actual earnings divided by full-time base salary) and leave accrual (based on number of hours worked)

D. Reduced Working Hours (part-time)

- (1) The employee works a minimum of 20 hours per week on a fixed schedule.
- (2) Certain employee benefits are reduced on a prorated basis, such as retirement (service credit based on actual earnings divided by full time base salary) and leave accrual (based on number of hours worked). Additionally, an employee must work 30 hours per week in order to be eligible for state insurance.
- (3) Qualifying experience for jobs is also prorated and employee is ineligible for educational leave/tuition reimbursements.

Note: If the employee works fewer than 40 hours per week, the Section/District must notify the appropriate HR staff member for entry into the LaGov system.

E. Job Sharing

The same requirements as stated above in Item D (Reduced Working Hours) apply, but two part-time employees are assigned to the same position (i.e., same job title, same position number). The total hours worked per week by the two employees shall not exceed 40.

4. WORK SCHEDULES

A. Maintenance of Current Work Schedules

Each employee's work schedule is entered and maintained in the LaGov system, not arrival/departure time, but the hours per day. For example, five 8-hour days M-F or four 10-hour days M-Th, etc. Current work schedules must be maintained in the payroll system because they reflect hours to be paid per day and are used to determine overtime eligibility. Proposed changes to the schedule must be submitted

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on the Work Schedule Request form, approved, and submitted to the appropriate HR staff member for entry in LaGov. When proposing such schedule changes, the effective date must be the first day of a prospective payroll period and the approved form must be submitted to and entered by the HR staff member prior to the effective date.

As new employees are hired, their work schedules must also be provided to the appropriate HR staff member and entered at the same time new hire paperwork is completed.

B. Work Schedule Changes

- (1) Temporary adjustments to an employee's work schedule may be allowed by supervisors. When there is no change to the hours worked per day, no LaGov entry is required by the Time Administrator. For example, the employee may request to report to work an hour earlier than scheduled in order to leave an hour earlier in order to make an appointment. The employee flexed their arrival/ departure time, but still worked the same number of hours shown on their approved schedule for that day. Provided such temporary adjustments are infrequent, do not extend the employee's hours beyond the allowable starting and ending work hours, and are approved by the employee's supervisor. However, the absence and attendance exception should be recorded in the LaGov HCM payroll system by the use of Compensatory Time Earned and Used. This flexibility is not intended to resolve problems of tardiness or absenteeism. An employee who continues to utilize such temporary work schedule changes should be required to change their work schedule or be placed on unauthorized leave (leave without pay) for periods of tardiness and may be subject to disciplinary action for continued tardiness.
- (2) A prime example of when the employee should be required to make a temporary adjustment to their work schedule would be for a scheduled training or meeting. If an employee's normal workday begins or ends earlier or later than the scheduled meeting or training, the employee should adjust their workday to accommodate attendance. If the training is only one day and the employee will still work the same number of hours as shown on their work schedule for that day, no work schedule change is required. If, however, the number of hours worked per day or days worked per week will change due to the training, a temporary work schedule must be entered by the employee's Time Administrator as a temporary schedule substitution, with the appropriate start/end date. (Example: employee's work schedule is Monday - Thursday 7:00 am to 5:30 pm. Class is 8:00 am to 4:30 pm, Monday - Friday. A temporary schedule substitution should be entered to

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reflect 8:00 am to 4:30 pm for the week of the class.) Accordingly, any temporary schedule changes which affect the number of hours worked per day must be submitted to the employee's Time Administrator for entry into the LaGov HCM payroll system as a schedule substitution.

5. APPOINTING AUTHORITY RESPONSIBILITIES

Each Appointing Authority is responsible for:

- Determining whether flexible, compressed work, or a 36-hour work week arrangements can be accommodated by considering workload, workflow, work quality and accomplishment of the Sections/District's work mission; and reviewing/approving individual work schedule requests to ensure all staffing needs and work requirements are met.
- Ensuring that each employee's current work schedule is maintained in the LaGov system, employees adhere to work schedules, and the appropriate Time Administrator makes any required temporary schedule substitutions. Permanent work schedules/work schedule changes are approved by the Appointing Authority and are provided to the appropriate HR staff member prior to the effective date of the change.
- Ensuring that supervisors and employees are aware of their responsibilities, adequate supervision is provided, and time sheets reflect actual hours worked.
- Withdrawing alternative work schedule from employees for reasons of abuse, failure to perform adequately, or failure to attain productivity requirements.

6. RELATED INFORMATION/RESOURCES

Information regarding overtime, lunch, and rest/break periods is included in PPM #12. In general, employees are allowed to take a paid, fifteen-minute break for every four hours of work and are required to take an unpaid break of at least thirty minutes. Employees will not be allowed to work during the unpaid break. If employees choose to not take breaks, these periods cannot be used to leave earlier than scheduled. Additionally, as required by the FLSA, any employee who is breastfeeding will be provided reasonable break times to express breast milk for her newborn for up to one year after the child's birth.

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For any questions regarding this policy, please contact the Human Resources Section.

Signed by:

A handwritten signature in black ink that reads "Glenn Ledet". The signature is written in a cursive style.

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Glenn Ledet, Jr.

Secretary