



State of Louisiana

Louisiana Department of Health

LDH HUMAN RESOURCES EMERGENCY NOTIFICATION

TO: ALL LDH EMPLOYEES

FROM: LDH HUMAN RESOURCES, TRAINING AND STAFF DEVELOPMENT

SUBJECT: Guidance on Work Domicile and Telework

DATE: September 16, 2020

[What is my work domicile?](#)

[Am I a telework employee?](#)

At a time when COVID-19 has resulted in many employees working from home and other disasters have closed state offices, the questions of DOMICILE and TELEWORK have become more prevalent. This is to provide additional information to assist you in determining your official domicile.

This guidance may not apply to the LDH 24-Hour Facilities.

1. Do you work from home and have a signed Work-at-Home agreement due to COVID-19?

Due to COVID-19, some employees may have signed a Work-at-Home agreement with their respective offices. This is a temporary agreement that allow employees to perform their official job duties at their home office and it does not change the employee's domicile. The work domicile remains the parish in which their official LDH worksite is located.

Example: Due to COVID-19, an employee who lives in Ascension Parish is allowed to work at home, but would otherwise work in East Baton Rouge Parish. The employee's official domicile is East Baton Rouge Parish.

2. Do you work from home and have an official signed LDH Telework agreement?

Per the LDH Telework Policy, employees whose primary worksite is their home office, who regularly perform their official job duties at their home office, and have an official Telework Agreement are domiciled in the parish in which their assigned (home office) is located.

Example: You are a Medical Certification Specialist in Health Standards. Your assigned office is your home and you work there when you are not surveying health care facilities.

3. Do I report for work during an official office closure?

There are times when the Commissioner of Administration or other agency official may close state offices in affected parishes. An employee’s official work domicile determines if they are working or not working during an official office closure (LSOC).

Employee Domicile Category	Work Status During Official Office Closure	Leave Category
LDH Employees whose work domicile is in a closed parish	Not working	<ul style="list-style-type: none"> • LSOC authorized for regular work hours
LDH essential Employees whose work domicile is in a closed parish (essential is determined by the Appointing Authority)	Required to work during LSOC	<ul style="list-style-type: none"> • LSOC authorized for regular work hours • For any hours actually worked during official office closure, will receive K-time (Z001)
All LDH Employees whose work domicile is in an open parish	Report to work for regular shift	<ul style="list-style-type: none"> • No LSOC authorized
LDH WAE, Student, and other non-leave earning employees whose work domicile is in a closed parish	Not working	<ul style="list-style-type: none"> • Not eligible for leave • No compensation
LDH WAE, Student, and other non-leave earning employees whose work domicile is in a closed parish	Required to work during LSOC	<ul style="list-style-type: none"> • Compensated for actual hours worked (ZWAE, ZA01 etc.)

4. How can I find where my official domicile is if I am still not sure?

Contact your supervisor or Human Resources Manager.

5. How can I change my official domicile?

Appointing Authorities determines official domicile of positions based on the business needs of the program office. All requests to change a domicile have to be authorized and requested by the Appointing Authority through an SF-3 (Position Description) and/or HR-1 (Personnel Action Request) form and submitted to Human Resources for processing.

/HRTSD