

**From:** [DOACommissioner](#)  
**To:** [State Employee Alert](#)  
**Subject:** STATE OFFICES OPENING AT NOON WEDNESDAY, JAN. 17  
**Date:** Tuesday, January 16, 2024 3:30:40 PM

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### **STATE OFFICES OPENING AT NOON WEDNESDAY, JAN. 17**

Due to severe weather, all state offices will be closed until noon Wednesday, Jan. 17. Beginning at noon, all offices will open and be operational through the remainder of the day.

Supervisors are authorized to grant leave requests based upon individual need and/or circumstances which preclude an employee from reporting for duty.

During the closure, all agency heads are responsible for determining those essential personnel who should remain on duty, report for duty or those who should report to alternate work sites as necessary. Officials continue to monitor conditions throughout the state, and this announcement may be updated. **This office closure applies to all nonessential employees, including those authorized to work from home.**

TIMEKEEPERS: This is an office closure and should be coded as such. All employees in the affected parishes, including those authorized to work from home, should use the Office Closure code (LSOC). Employees with further questions should seek guidance from their supervisors. State employees should be aware of the following phone numbers to call, which will be updated: 1.800.360.9660 or 225.342.0498.

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Division of Administration  
(o) 225.342.7178 (c) 225.202.2166