

From: [DOACommissioner](#)
To: [State Employee Alert](#)
Subject: SHREVEPORT STATE OFFICE BUILDING (MARY ALLEN) CLOSED WEDNESDAY, JAN. 17
Date: Wednesday, January 17, 2024 1:14:24 PM

SHREVEPORT STATE OFFICE BUILDING (MARY ALLEN) CLOSED WEDNESDAY, JAN. 17

Due to weather related building issues, the Mary Allen State Office Building on Fairfield Avenue in Shreveport will be closed the entire day on Wednesday, January 17. State employees who are scheduled to work in the State Office Building are to code Office Closure (LSOC) through noon, and then Special Leave-Local Conditions (LSLC) for the balance of the work day. State employees whose work domicile is within the State Office Building, but who are authorized to work from home today pursuant to their agency's Telework Policy, are to remain in work status and perform their customary duties.

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 within the State Office Building, and this announcement may be updated.