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SECRETARY

**State of Louisiana**  
**DEPARTMENT OF NATURAL RESOURCES**  
**OFFICE OF COASTAL RESTORATION AND MANAGEMENT**

**MEMORANDUM**

**TO:** Susan Hill  
Coastal Resources Scientist Supervisor  
Coastal Restoration Division/Restoration Technology Section

**FROM:** Diane Smith   
Coastal Restoration Division Assistant Administrator

**DATE:** May 20, 2008

**SUBJECT:** Call-in Requests for Leave

Over the first few weeks of this month you have been absent a considerable amount of time. Last week some confusion arose regarding your absence from work since Karim was off and you did not consistently follow the RTS procedure for call-in leave, which you had generally been very good at following in the past. To help avoid future confusion about your leave status, and for better workload management within RTS, I am asking that you thoroughly familiarize yourself with DNR Human Policy #8. Please pay particular attention to the part of the policy which states that, if an employee is running late for work or needs part or all of the day off, and has not previously secured authorized leave in advance, the employee has the responsibility for calling his/her immediate supervisor within one-half hour of the employee's scheduled reporting time.

You are to continue using the established RTS procedure for call-in leave. This procedure is to call in and leave a voicemail message for Karim within a half hour of the start of your work day (between 6:30 AM and 7:00 AM). Then, at a minimum, for you, to call and talk with either Michael Beck or Christopher Robertson and let at least one of them of your absence and to have one of them notify your staff of said absence. Unless you are told by Michael or Chris that Karim will be out of the office for the day, you are to continue calling Karim until you actually speak with him to discuss the need for leave and any impacts this may have on your workload or any special assignments. Furthermore, unless you clearly establish with Karim during your initial call in for leave that you will be out for multiple days, then you are to call in for leave each day that you need either part or all of the day off.

I hope that you will make every effort to follow these procedures.

C: Karim Belhadjali, CRD/RTS Manager

**Coastal Restoration Division**

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