

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of the Commissioner

State Employee Instructions for Returning to Work Following an Office Closure

After a state office closure has been announced for an emergency or weather related event, a toll free advisory number will be activated. The advisory number will provide information as to when employees should report back to work.

As soon as a return to work time is determined, that information will be posted to the advisory number. State employees affected by the closure are to check at the advisory number to hear about when they are to report back to work.

Employees who are deemed to perform essential duties should contact their supervisor or follow their agency's pre-established emergency procedures for essential employees.

To listen to the office closure advisory, dial **800 360-9660**. Baton Rouge area callers may dial **225 342-0498**.

Be sure to listen to the entire message, as there may be separate instructions given for employees located in different areas. Should advisory information not be available at the time of your call, call the number again prior to returning to work.