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GENERAL CIRCULAR NUMBER 2023-059

DATE: November 7, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Upcoming Legal and Proclaimed Holidays

The following holidays either are set forth in statute or have been proclaimed by Governor John Bel Edwards:

Friday, November 10, 2023	Veterans Day – Legal holiday
Thursday, November 23, 2023	Thanksgiving Day – Legal holiday
Friday, November 24, 2023	Acadian Day – Proclaimed holiday (195 JBE 2023)
Monday, December 25, 2023	Christmas – Legal holiday
Tuesday, December 26, 2023	Christmas – Proclaimed holiday (196 JBE 2023)
Monday, January 1, 2024	New Year’s Day – Legal holiday
Tuesday, January 2, 2024	New Year’s Day – Proclaimed holiday (197 JBE 2023)

See the Governor’s Proclamations attached. Note that employees are allotted only 2 holidays each for Christmas and New Year’s. Employees normally scheduled and required to report for duty on the holiday will be appropriately compensated in accordance with the Civil Service Rules. These employees are not entitled to designate a different day as their holiday. For questions, see the [Job Aid: Understanding State Holidays](#) from the State Civil Service HR Handbook.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director

State of Louisiana



EXECUTIVE DEPARTMENT PROCLAMATION NUMBER 195 JBE 2023

LEGAL STATE HOLIDAY - ACADIAN DAY

WHEREAS, pursuant to La. R.S. 1:55(A)(1) and (B)(1)(a), Thanksgiving Day, Thursday, November 23, 2023, is a legal holiday and a day of rest in the State of Louisiana, observed by the departments of the State;

WHEREAS, Louisiana Revised Statute 1:55(B)(3) empowers the governor to authorize the observance by the departments of the State of other holidays and half-holidays by executive proclamation;

WHEREAS, when the Friday after Thanksgiving Day is declared a holiday by the governor, pursuant to La. R.S. 1:55(B)(3), such holiday is designated as Acadian Day to commemorate “the arrival in Louisiana of the Acadian people from the French colony Acadia following the ceding of that colony to England in 1713 and in recognition of the fact that much of the early economic and political development of Louisiana is directly attributable to the industry of the Acadian people, through cultivation of land, utilization of Louisiana’s natural resources, and the interest of the Acadian people in political self-determination and American democracy;” and

WHEREAS, the citizens of the State of Louisiana and the officers and employees of the departments of the State will benefit from an additional legal holiday during a time period when families traditionally gather together to remember their blessings and promote family values.

NOW THEREFORE I, JOHN BEL EDWARDS, Governor of the State of Louisiana, by virtue of the authority vested by the Constitution and laws of the State of Louisiana, do hereby order and direct as follows:

SECTION 1: Friday, November 24, 2023, is declared Acadian Day in the State of Louisiana, and it shall be observed as a day of rest.

SECTION 2: Insofar as practicable, the appointing authorities and/or heads of all institutions, offices and departments of the State (hereafter “appointing authority”) shall permit the officers and employees under their control to observe Acadian Day as a day of rest. Nonetheless, an appointing authority shall have discretion to require said officers or employees to work on Acadian Day when, in the appointing authority’s judgment, it is required for the efficient administration of a state facility, the operation of which is necessary and indispensable to the citizens of this State.



IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana in the City of Baton Rouge, on this 2nd day of November, 2023.


GOVERNOR OF LOUISIANA

**ATTEST BY THE SECRETARY
OF STATE**


SECRETARY OF STATE

State of Louisiana

EXECUTIVE DEPARTMENT PROCLAMATION NUMBER 196 JBE 2023

LEGAL STATE HOLIDAY – TUESDAY, DECEMBER 26, 2023

WHEREAS, pursuant to La. R.S. 1:55(A) and (B)(1)(a), Monday, December 25, 2023, is a legal holiday and a day of rest in the State of Louisiana observed by the departments of the State;

WHEREAS, Louisiana Revised Statute 1:55(B)(3) empowers the Governor to authorize, by Executive Proclamation, the observance by the departments of the State of other holidays and half-holidays that the Governor deems in keeping with efficient administration; and

WHEREAS, the citizens of the State of Louisiana and the officers and employees of the departments of the State will benefit from an additional legal holiday during a period when families traditionally gather together to remember their blessings and promote family values.

NOW THEREFORE I, JOHN BEL EDWARDS, Governor of the State of Louisiana, by virtue of the authority vested by the Constitution and laws of the State of Louisiana, do hereby order and direct as follows:

SECTION 1: Tuesday, December 26, 2023 is declared a legal holiday in the State of Louisiana and shall be observed as a day of rest.

SECTION 2: Insofar as practicable, the appointing authorities and/or heads of all institutions, offices and departments of the State (hereafter “appointing authority”) shall permit the officers and employees under their control to observe Tuesday, December 26, 2023 as a day of rest. Nonetheless, an appointing authority shall have discretion to require said officers and/or employees to work on the holiday when, in the appointing authority’s judgment, it is required for the efficient administration of a state facility, the operation of which is necessary and indispensable to the citizens of the State.



IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana in the City of Baton Rouge, on this 2nd day of November, 2023.



GOVERNOR OF LOUISIANA

**ATTEST BY THE SECRETARY
OF STATE**



SECRETARY OF STATE

State of Louisiana



EXECUTIVE DEPARTMENT PROCLAMATION NUMBER 197 JBE 2023

LEGAL STATE HOLIDAY – TUESDAY, JANUARY 2, 2024

WHEREAS, pursuant to La. R.S. 1:55(A) and (B)(1)(a), Monday, January 1, 2024, is a legal holiday and a day of rest in the State of Louisiana observed by the departments of the State;

WHEREAS, Louisiana Revised Statute 1:55(B)(3) empowers the Governor to authorize, by Executive Proclamation, the observance by the departments of the State of other holidays and half-holidays that the Governor deems in keeping with efficient administration; and

WHEREAS, the citizens of the State of Louisiana and the officers and employees of the departments of the State will benefit from an additional legal holiday during a period when families traditionally gather together to remember their blessings and promote family values.

NOW THEREFORE I, JOHN BEL EDWARDS, Governor of the State of Louisiana, by virtue of the authority vested by the Constitution and laws of the State of Louisiana, do hereby order and direct as follows:

SECTION 1: Tuesday, January 2, 2024 is declared a legal holiday in the State of Louisiana and shall be observed as a day of rest.

SECTION 2: Insofar as practicable, the appointing authorities and/or heads of all institutions, offices and departments of the State (hereafter “appointing authority”) shall permit the officers and employees under their control to observe Tuesday, January 2, 2024 as a day of rest. Nonetheless, an appointing authority shall have discretion to require said officers and/or employees to work on the holiday when, in the appointing authority’s judgment, it is required for the efficient administration of a state facility, the operation of which is necessary and indispensable to the citizens of the State.



IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana in the City of Baton Rouge, on this 2nd day of November, 2023.

GOVERNOR OF LOUISIANA

**ATTEST BY THE SECRETARY
OF STATE**

SECRETARY OF STATE