LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA

POLICY NUMBER: 4541-25

CATEGORY: Human Resources

CONTENT: Special Meals Policy

APPLICABILITY: This policy applies to the Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC).

EFFECTIVE DATE:

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INQUIRIES TO:

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Note: Approval signatures/titles are on the last page

LSU HEALTH CARE SERVICES DIVISION
SPECIAL MEALS POLICY

I. POLICY STATEMENT

It is the policy of the Health Care Services Division (HCSD) when, as a matter of extraordinary courtesy, necessity, appropriateness, and/or in the best interest of the HCSD, a meal may be provided and served in conjunction with a meeting, training session or other situations. Please refer to PPM-49, S1508-Special Meals; PM-13, and State Travel Regulations for compliance/restrictions.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

II. IMPLEMENTATION

This policy and any subsequent revisions to the policy shall become effective upon signature and approval of HCSD Chief Executive Officer (CEO) or Designee.

III. PROCEDURES

A. Lallie Kemp Medical Center shall establish written procedures for the provisions of special meals within the hospital. All procedures will be in accordance with PPM-49 and PM13.

B. The HCSD Administrative office shall establish written procedures for the provisions of special meals within the HQ office. All procedures will be in accordance with PPM-49, PM-13.

IV. EXCEPTIONS

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy; stat and/or federal laws; Civil service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

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