

COORDINATED BY: Office of Business Affairs

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SUBJECT: LEAVE GUIDELINES  
PART ONE: ACADEMIC AND UNCLASSIFIED EMPLOYEES  
PART TWO: CLASSIFIED EMPLOYEES

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I. PURPOSE

To define the various leaves of absence and to state policies relating thereto in order to develop procedures and maintain records in accordance with University and Civil Service regulations.

II. DEFINITIONS

Leave of absence is permission to be absent from duty.

Annual leave is leave with pay granted an employee for any personal purpose.

Sick leave is leave with pay granted an employee who is incapable of performing his/her duties as a result of accident, illness, or childbearing, or who requires medical, dental, optical consultation or treatment.

Civil leave is leave with pay granted an employee to perform jury duty, to appear as subpoenaed before a court, public body, or commission, to perform civil duties in connection with national defense or other civil emergencies, or to vote.

Military leave is leave with pay granted an employee who is ordered to duty with troops or at field exercises or for instruction with any branch of the Armed Forces, including the National Guard.

Special leave is leave with pay without loss of annual leave or sick leave granted when special and generalized conditions prohibit the employee's performance of duties, or for limited assignments to other than regular duties at regular locations which will prove beneficial to both the employee and the University (sometimes designated official leave) or to attend funeral rites.

Leave without pay is leave granted for good cause under stipulated conditions.

Compensatory leave is leave granted to an employee on an hour-for-hour basis in compensation for overtime work.

Sabbatical leave is leave granted for study, research, or other pursuit to enable eligible academic employees to increase their professional efficiency and usefulness to the University.

Leave to obtain advanced degree is leave granted to eligible academic employees for study which will culminate in an advanced degree.

Full-time academic and unclassified employees are members of the academic or unclassified staff, respectively, whose appointment forms indicate 100% pay basis.

Full-time classified employee is an employee, in any position, covered by the provisions of the Civil Service System and whose standard work week is forty hours. Any exception for a standard work week exceeding forty hours must be approved by the Chancellor.

Part-time classified employee is an employee, in any position, covered by the provisions of the Civil Service System and whose standard work week is less than forty hours.

Regular employee is an employee appointed for at least 180 calendar days by a single appointment or by successive uninterrupted appointments.

### III. GENERAL POLICY

It is the responsibility of the chairman to receive and review requests for leaves of absence for all employees and approve such requests in accordance with University policy.

### IV. SOURCES

PM-5 on System-wide Holidays for Fiscal Year Employees; PM-12 on Educational Privileges for Full-Time Nonacademic and Other Academic Employees, May 5, 1993; PM-20 on Leave Policies for Academic and Unclassified Employees and Classified Personnel, November 6, 1995; PM-22 on Guidelines on Employment and Leave Policies Relating to Pregnancy and Childbirth, on October 4, 1972; Calhoun letter of February 15, 1975 re: Annual Leave for an Employee Changing from Classified to Nonclassified Service (including transfer from other State service); PM-54 Minimum Wage and Over-

time Compensation for Classified and Unclassified Positions, October 19, 1976 and addendum dated October 14, 1997; Bylaws and Regulations of The Board of Supervisors, July 1, 1997 Revision.

PART ONE: ACADEMIC AND UNCLASSIFIED EMPLOYEES

I. Sick Leave and Annual Leave Accrual Rates

A. Academic employees appointed on an academic year basis do not accrue annual leave.

B. Sick leave accrual rates for academic and unclassified employees

<u>Years of State Service</u>	<u>Hours of Accrual per Month</u>
0-3	8
3-5	10
5-10	12
10-15	14
15 & over	16

C. Annual leave accrual rates for academic and unclassified employees on fiscal year basis

<u>Years of State Service</u>	<u>Hours of Accrual per Month</u>
0-10	14*
10-15	14
15 & over	16

\*Total accumulation limited to 22 working days

II. Guidelines for Leave Approval

A. Years of service is defined as total State service in pay status. Employment in a Parish school system is not counted in determining an accrual rate.

B. Accumulated leave is recorded in hours per month in pay status.

- C. Regular employees appointed for less than full-time shall accrue leave in proportion to their percentage of full-time.
- D. No sick or annual leave is accrued while an employee is on sabbatical leave.
- E. If an appointment is effective on the first working day of the month, leave accrual shall be based on a full month's service.
- F. Partial month's service:
  - 1. An employee who is appointed on a date such that the employee is in pay status for at least one-half the working days in the calendar month, but less than the whole month, will accrue one-half a month's leave credit.
  - 2. An employee who is appointed on a date such that the employee is in pay status for fewer than one-half the working days in the calendar month, will accrue no leave credit for the month.
- G. An employee whose anniversary date of appointment falls during a payroll period will begin accruing leave at the higher rate at the beginning of the next payroll period in accordance with the schedules shown above.
- H. Academic year employees:
  - 1. One regular semester equals four and one-half months of service.
  - 2. A regular employee accrues sick leave when appointed for the summer school session.
  - 3. A new employee, appointed for the summer school term only, does not accrue sick leave. If his appointment also includes the succeeding academic year, sick leave will accrue from the date of appointment.

### III. Use of Leave

- A. Annual leave may be used at any time after it is earned contingent upon prior departmental approval.
- B. Sick leave may be used any time after it is earned.
- C. Leave should be taken in multiples of one-half hour.

- D. Employees on academic year appointment become eligible to use accumulated sick leave during summer appointments only after having completed at least the first day of service in that summer term.

#### **IV. Reporting of leave**

- A. Accumulated leave must be reported in multiples of one-half hour.
- B. Sick leave of ten or more consecutive working days must be reported on a personnel action form and accompanied by a certificate of statement from the attending physician.

#### **V. Change in Pay Basis**

Employees on a fiscal pay basis who are to be transferred to an academic pay basis are, where feasible, permitted to take any accumulated annual leave prior to the effective date of such change in status. Any annual leave not taken by the effective date of such change shall be carried forward to count as service in computing retirement.

#### **VI. Advance of Leave**

Advancing of sick or annual leave credits is not permitted.

#### **VII. Leave Payments Upon Termination**

Terminal payment of an accident or unclassified employee may not exceed an amount representing 300 hours of unused annual leave at the time of termination for any reason. Unused sick leave is paid in an amount representing a maximum of 200 hours, but only upon retirement or death prior to retirement.

For the purpose of computing accumulated annual and sick leave credit for retirement, the employee should refer to the provisions of his own particular retirement system.

#### **VIII. Transfers Within the University or From Another State Agency to the University**

When an employee changes employment status within the University (Classified/Unclassified/Academic) or from another State Agency to the University without a break in service of one or more working days, accrued annual and sick leave credits of the employee will be certified and credited to the leave record. Until the employee has ten years service at LSUS, his maximum shall be 176 hours or, if a greater amount is



transferred, this greater amount becomes the employee's maximum amount until he gains ten years of credited service. After that, there is no maximum.

#### **IX. Restoration of Leave Credits Upon Retirement**

- A. Accrued sick and annual leave may be restored upon
  - 1. Reemployment after military service
  - 2. Reemployment if resignation or lay-off from a University position was effective on or after July 1, 1973.
- B. Additional information is available in the Personnel Office.

#### **X. Leave Without Pay**

- A. Leave without pay may be granted for good cause and usually for not more than twelve months.
- B. Leave without pay does not count as credited service towards tenure for academic employees. Service before and after leave without pay shall count in the same manner as if service has been continuous.
- C. Sick and annual leave are not accrued while an employee is on leave without pay.
- D. All leave without pay must be reported on a personnel action form.

#### **XI. Civil, Emergency, and Special Leave**

An employee shall be given time off without loss of pay, annual leave, or sick leave as provided in policy memorandum from the President.

#### **XII. Military Leave**

Employees who are members of a reserve component of the Armed Forces of the United States, including the National Guard, shall be granted leave for periods not to exceed fifteen working days in any calendar year when ordered to active training duty. Such leave shall be given without loss of pay, annual or sick leave, or efficiency rating: and upon return to LSUS, the employee shall be restored to his position. Any portion of a military leave in excess of fifteen working days during a calendar year shall be leave without pay, unless chargeable against accrued annual leave.

### **XIII. Compensatory Leave**

There is no provision for compensatory time or overtime payment to unclassified employees when extra duty is required. For additional information, see PM-54.

### **XIV. Leave Payment Under Workmen's Compensation**

When an employee is absent from work due to disabilities for which he is entitled workmen's compensation, the employee may use sick and annual leave not to exceed the amount necessary to receive total payments for leave and workmen's compensation equal to the regular salary.

In the event an individual receiving workmen's compensation payments and/or sick leave payments should accept other employment, then the workmen's compensation payments and the sick or annual leave payments would be immediately discontinued.

### **XV. Holidays**

Fiscal year employees should see PM-5. The holiday schedule for academic employees is published in the General Catalog.

### **XVI. Sabbatical Leave**

Full-time academic employees at the rank of instructor (or equivalent), or above, who have completed six years of service on the campus without having received leave with pay, may petition for sabbatical leave for study and research, the usefulness to the System. Adequate justification setting forth the plans for each sabbatical leave shall be stated, and report of the accomplishments under each leave granted shall be made promptly upon return from sabbatical leave. Sabbatical leave shall normally be approved for the purpose of seeking a higher degree only under unusual circumstances. Persons employed on a 12-month basis may be granted 12 months' leave with one-half pay or six months' leave with full pay. Persons employed on nine-month basis may be granted nine months' leave with one-half pay or four and one-half month's leave with full pay. The chief administrative officer of each campus shall, after receiving requests from the appropriate academic dean or other administrative head, make recommendations for sabbatical leave through the President to the Board. A member of the academic staff who is granted sabbatical leave shall be required to return to his University duties for at least a year before accepting employment elsewhere. Sabbatical leave shall not be granted to a person who will have attained the age of 65 before the beginning of the leave.

Under unusual circumstances, persons may accept employment during sabbatical leave if such employment is approved in advance by the chief administrative officer of the campus, and the President as supportive of the purposes of the leave.

## **XVII. Leave to Obtain Advanced Degree**

Members of the instruction, research, and extension staff on full-time regular academic appointment, who have completed two consecutive years of service at the rank of instructor (or equivalent) or above, may petition for a leave of absence with part pay for not more than one year of study which will culminate in the receipt of an advanced degree. Such petitions shall set forth the course of study to be pursued, the institution to be attended, an account of the petitioner's prospect for securing an advanced degree, and such other information as may be required. The petition shall be granted only after the chief administrative officer of the campus and the appropriate academic dean or administrative officer have determined that the interests of the System will be best served by granting such leave and that the petitioner will return to his University duties for at least two years before accepting employment elsewhere. Leaves to obtain advanced degrees will be granted by the Board upon recommendations through the President from the chief administrative officer. The amount of pay to be allowed under such a grant shall be determined in each individual case, but in no event shall it exceed one-half of the regular salary which would accrue to the petitioner during the period of leave. For the academic-year employee, the term "regular" refers to the salary of the academic year, without presumption of summer term appointment. The period of service completed prior to granting of leave under this section shall not be counted in considering eligibility for sabbatical leave.

## **PART TWO: CLASSIFIED EMPLOYEES**

### **I. Earning of Annual and Sick Leave**

- A. Annual and sick leave shall be earned by each full-time and part-time employee who has a regular tour of duty.
- B. The earning of such leave shall be based on the equivalent of years of full-time State service and shall be creditable at the end of each calendar month or at the end of each regular pay period in accordance with the following general schedule:
  - 1. Less than three years of service, at the rate of .0461 hour of annual leave and .0461 hour of sick leave for each hour of regular duty. At the end of each month: approximately 8 hours/month.



2. Three years but less than five years of service, at the rate of .0576 hour of annual leave and .0576 hour of sick leave for each hour of regular duty. At the end of each month: approximately 10 hours/month.
3. Five years but less than ten years of service, at the rate of .0692 hour of annual leave and .0692 hour of sick leave for each hour of regular duty. At the end of each month: approximately 12 hours/month.
4. Ten years but less than fifteen years of service, at the rate of .0807 hour of annual leave and .0807 hour of sick leave for each hour of regular duty. At the end of each month: approximately 14 hours/month.
5. Fifteen or more years of service, at the rate of .0923 hour of annual leave and .0923 hour of sick leave for each hour of regular duty. At the end of each month: approximately 16 hours/month.

## **II. Restrictions on Earning Annual and Sick Leave**

No employee shall be credited with annual or sick leave

- A. For any overtime hour
- B. For any hour of leave without pay
- C. While on leave with or without pay, until such time as he returns to active duty, except where inability to return to duty is caused by illness or incapacity.
- D. For any hour in on-call status outside regular duty hours
- E. For any hour of travel or other activity outside regular duty hours
- F. For any hour of a holiday or other non-work day which occurs while on leave without pay.

## **III. Carrying Forward Annual and Sick Leave**

Unused annual and sick leave earned by an employee shall be carried forward to succeeding calendar years.

## **IV. Use of Annual and Sick Leave**

- A. Annual leave granted at the convenience of the University must be applied for by the employee and may be used only when approved by the chairman.
- B. Annual and sick leave shall not be charged for non-work days.
- C. The minimum charge to annual and sick leave records shall not be less than one-half hour.
- D. Neither sick or annual leave credits may be advanced when an employee has exhausted all accrued credits.

#### **V. Enforced Annual Leave**

A chairman may require an employee to take annual leave whenever, in the administrator's judgment, such action would be in the best interest of the department except that:

No employee shall be required to reduce accrued leave to less than thirty working days or the equivalent thereof in hours.

#### **VI. Payment of Leave Upon Separation**

- A. No terminal payment for annual leave shall exceed the value of 300 hours, computed on the basis of the employee's hourly rate of pay at the time of separation. An employee upon separation or retirement shall be paid the value of his accrued annual leave in a lump sum disregarding any final fraction of an hour.
- B. There is no payment of sick leave at time of separation of classified employees from the University.

#### **VII. Civil, Emergency and Special Leave**

An employee shall be given time off without loss of pay, annual leave, or sick leave as provided in Civil Service regulations.

#### **VIII. Educational Leave**

- A. With the approval of the department chairman, a full-time, non-academic employee may enroll in classes related to his employment not involving more than three hours of absence from his work during the week. Such educational leave will not involve a reduction in pay, a charge to annual or compensatory leave credits, or loss of full-time status.

- B. A full-time non-academic employee registering for courses which will require his absence from work for more than three hours during the week will be required to charge such excess over three hours to compensatory time or annual leave credits where available, or to leave without pay.

**IX. Military Leave**

See Part One, Section XII.

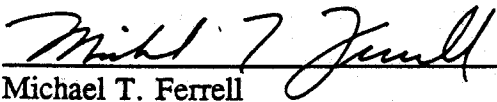
**X. Holidays**

See PM-5 and PM-54.

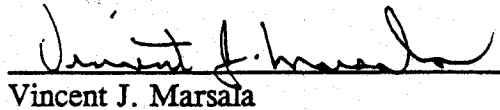
**XI. Attendance and Leave Records**

The Civil Service Rules require certification by the department chairman and the employee of the actual number of hours of attendance on duty and the number of hours absence from duty for each employee. Classified employees must certify their attendance on time cards.

**APPROVED BY:**

  
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