



**POLICY STATEMENT 19
LEAVE GUIDELINES**

POLICY DIGEST

Primary Monitoring Unit: Human Resources
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I. PURPOSE

To define the various types of leaves of absence and policies relating thereto in order that development of procedures and maintenance of records may be accomplished in accordance with University, State, and Federal regulations.

II. DEFINITIONS

Academic employee:

- A. Faculty - Full-time members of the academic staff on the campus with the rank of Instructor or above and equivalent ranks.
- B. Other academic - Part-time members of the academic staff; members of the academic staff below the rank of Instructor or equivalent; and other personnel with academic responsibilities not holding faculty rank.

Annual leave: leave with pay granted a regular employee for the purpose of rehabilitation, restoration, and maintenance of work efficiency, or the transaction of personal affairs.

Civil leave: leave with pay without loss of annual or sick leave 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.

Classified employee: all employees not included in the unclassified service are in the classified service. See "Unclassified Employees."

Compensatory leave: leave granted to eligible classified employees as compensation for overtime work or hours worked on a holiday or other day when the University is closed for special purposes.

Educational leave: (see [LSU Eunice Policy Statement \(PS\)-63](#) for information regarding educational leave).

Emergency leave: leave with pay granted by the Chancellor to an employee or employees

37 who have been affected by emergency conditions.

38 **FMLA leave:** (see [LSU Eunice PS-53](#) for further information).

39 **Full-time academic and unclassified administrative and professional employee:** a
40 member of the academic or unclassified staff on full-time status as defined on the appointment
41 form. For leave accrual purposes the work week is deemed to be 40 hours.

42 **Full-time classified employee:** (Note: moved to “Standard Workweek for Classified
43 Employees.)

44 **Holiday leave:** leave with pay for holidays as specified in [LSU Permanent Memorandum \(PM\)-](#)
45 [5](#).

46 **Leave of absence:** permission to be absent from duty.

47 **Leave of absence without pay:** leave granted to employees for good cause under stipulated
48 conditions.

49 **Maternity leave:** (see sick leave and FMLA leave.)

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

52 **Part-time academic or unclassified employee:** a member of the academic or unclassified
53 staff on part-time status as defined on the appointment form.

54 **Part-time classified employee:** (Note: moved to “Standard Workweek for classified
55 employees”.)

56 **Personal Leave:** is leave of up to two (2) days per academic year granted to *unclassified*
57 employees who do *not* receive annual leave. It is granted for personal purposes of the
58 employee. Personal leave is charged to and deducted from the employee’s sick leave for the
59 current year or sick leave accumulated as provided by Louisiana [R.S. 17:3311](#).

60 **Regular unclassified employee:** an unclassified employee whose appointment is for the
61 period of more than 180 calendar days or who has been employed for more than 180
62 consecutive calendar days by successive uninterrupted appointment. This category excludes
63 transient employees (employees appointed under Civil Service Rule 4.1(d)(1).

64 **Sabbatical leave:** (see [LSU Eunice PS-63](#) for information regarding sabbatical leave.)

65 **Sick leave:** leave with pay granted an employee who is suffering with a disability as a result of
66 accident, illness, or childbearing which prevents the employee from performing usual duties and
67 responsibilities or who requires medical, dental, or optical consultation or treatment.

68 **Special leave:** time off without loss of pay, annual leave, or sick leave, and granted under
69 stipulated conditions.

70 **Standard workweek for classified employees:** The standard workweek of each full-time
71 classified employee shall be 40 hours except that the Chancellor, with the approval of the Civil
72 Service Commission, may specify a work week exceeding 40 hours for employees in specific

73 classes of positions within the University or for employees in specific divisions or activities within
74 the University. When the services of an employee are not needed on a full-time basis (40 hours
75 per week), a regular tour of duty on a part-time basis may be established.

76 **Temporary unclassified employee:** an unclassified employee who is appointed for 180
77 calendar days or less, excluding transient employees (employees appointed under Civil Service
78 Rule 4.1(d)(1)).

79 **Transient employee:** an unclassified employee appointed under Civil Service Rule 4.1(d)1).
80 Transient employees are not eligible to earn leave.

81 **Unclassified employee:** administrative officers and professional staff, and positions
82 specifically exempt from the classified service under Article X of the Constitution of the State of
83 Louisiana. Other positions exempt from the classified service by special action of the State of
84 Louisiana, Department of Civil Service under authority of Civil Service Rule 4.1 (d) 2.

85 **III. GENERAL POLICY**

86 Employees shall not absent themselves from their duties without proper authorization.

87 It is the responsibility of the department head or other designated official to receive and review
88 requests for all leaves of absence for employees and approve or disapprove such requests in
89 accordance with University policy and to ascertain that accurate leave records are maintained
90 for reports on leave accrued and leave taken on appropriate leave forms, which are available in
91 the Office of Human Resources.

92 An employee should not post or maintain his/her own attendance and leave records.

93 **IV. ACADEMIC AND UNCLASSIFIED EMPLOYEES**

94 **A. Annual and Sick Leave**

95 **1. Annual Leave and Sick Leave Accrual Rates:**

96 Employees on an academic year basis do not accrue annual leave, but do
97 accrue sick leave. Information on the accrual of sick leave is given in
98 Leave Accrual Rate Table I.

99 Regular academic and unclassified employees on fiscal year appointment of
100 greater than 50% effort accumulate annual leave and sick leave in accordance
101 with one of the following tables. Transient employees do not earn leave.
102 Academic and unclassified employees on appointments of 50% effort or less do
103 not earn leave.

104 Each new eligible academic and unclassified employee shall, within 30 days of
105 appointment, make an irrevocable election of the leave accrual option they
106 desire.

107 Leave Accrual Rate Table I

108 Annual and sick leave shall be earned by eligible employees in accordance with

109 the following schedule. There is no limitation on total accumulation of sick leave
 110 balance.

111 Table I*

		Hours per Month	8	10	12	14	16
Years of Service	Less than 3 years		X				
	3 by less than 5 years			X			
	5 but less than 10 years				X		
	10 but less than 15 years					X	
	15 years and over						X

112

113 Leave Accrual Rate Table II

114 Annual leave shall be earned by eligible employees in accordance with the
 115 following table. Sick leave shall be earned in accordance with Table I above.

116 Table II

		Hours per Month	8	10	12	14	16
Years of Service	Less than 10 years					X*	
	10 years but less than 15 years					X	
	15 years and over						X

117 *Total accumulation limited to twenty-two (22) working days (176 hours—regardless of
 118 percent effort).

119 2. Accrual Conditions

120 a. Leave accrual begins with the appointment or continuation that extends
 121 employment beyond 180 days, provided employment is for greater than 50%
 122 effort. Leave is accrued in proportion to the percent of effort.

123 b. For leave accrual purposes, years of service is based on full time equivalent
 124 State service in pay status as defined below. Academic year employees shall
 125 accrue leave on the basis of one academic year equals one full year of service.
 126 Employees appointed for less than full-time, but more than 50% effort, shall
 127 accrue leave in proportion to their percentage of full-time. Effective with
 128 appointments beginning on or after January 1, 1999, the following types of state
 129 service shall count toward service for leave accrual purpose.

130 i. All service as a classified employee.

131 ii. Service as an academic or unclassified employee at a Louisiana public
 132 institution of higher education, excluding service as a student, graduate
 133 assistant, resident or fellow.

134 iii. Service as an unclassified employee under Civil Service Rules 4.1(d)2. and
 135 11.19(d.).

136 iv. The Chancellor may at his/her discretion authorize the counting of other
 137 unclassified state service when it was earned on an appointment which was

- 138 of a recurring and essentially full-time nature (e.g., unclassified
139 undersecretary at a major state agency).
- 140 c. Accumulation of leave is measured in hours per month in pay status.
- 141 d. No sick or annual leave is accrued while employee is on sabbatical leave,
142 educational leave, leave without pay, or gratis employment.
- 143 e. If an appointment is effective on the first working day of the month, leave accrual
144 shall be based on a full month's service.
- 145 f. Accrual and conversion of leave for the purpose of determining retirement credit
146 is based on regulations of the applicable retirement system.
- 147 g. An employee who is on leave without pay or employed for 50% or less effort for
148 an entire calendar month does not accrue leave for that month. An employee in
149 paid status and greater than 50% effort for at least half but not all of the working
150 days in the month accrues one-half of his/her leave. An employee in paid status
151 and greater than 50% effort for less than half the working days in the month does
152 not accrue leave for that month.
- 153 h. Changes with anniversary date of appointment:
- 154 As an employee's years of service increase, the leave accrual rate will increase
155 according to Leave Accrual Rate Tables I and II of this Policy Statement.
- 156 i. An employee whose anniversary date of appointment falls on the 1st through
157 the 15th of a month will accrue leave at the higher rate for the whole month.
- 158 ii. An employee whose anniversary date of appointment falls on the 16th
159 through the end of a month will accrue leave at the lower rate for that month
160 and will accrue at the higher rate on the first of the following month.
- 161 i. Academic year employees:
- 162 i. A regular employee accrues sick leave when appointed for the summer
163 school session or on summer research status in proportion to the full-time
164 equivalent of appointment.
- 165 ii. A new employee begins to accrue sick leave if appointed concurrently for the
166 summer school session or summer research and the succeeding academic
167 year. A new employee appointed for the summer school session only does
168 not accrue sick leave.
- 169 3. Advance of Leave
- 170 Advancing of sick or annual leave credits is not permitted. Sick leave or annual
171 leave cannot be shared or borrowed from the leave balances of other employees.
- 172 4. Reporting of Leave
- 173 The appropriate unit of measurement to maintain leave records is the hour. A full-

174 time academic or unclassified employee will be assumed to have an 8-hour work day
175 and a 40-hour work week for purposes of crediting leave in hours each month, and
176 eight (8) hours leave is to be charged for a workday's absence and forty (40) hours
177 for a workweek's absence.

178 5. Restoration of Leave Credits upon Reemployment

179 a. Reemployment after military service:

180 All sick and annual leave accrued by an employee for which payment was not
181 made at time of separation from the University to enter military service will be
182 credited upon reemployment at the University immediately following such military
183 service.

184 b. All sick and annual leave accrued by an employee for which payment was not
185 made upon resignation or upon layoff, but not retirement, will be credited to the
186 employee if reemployed by the University within a period of five years from date
187 of separation, provided that the employee is eligible to accrue leave and
188 termination was not made for cause (disciplinary action). An employee must be
189 re-employed in a benefit eligible position as a condition for using credited sick
190 leave.

191 6. Status of Leave upon Change in Pay Basis

192 Employees on a fiscal pay basis who are to be transferred to an academic basis
193 should, where feasible, be permitted to take any accumulated annual leave prior to
194 the effective date of such change in status. Any annual leave not taken by the
195 effective date of such change is to be retained to the credit of the employee for future
196 use if the employee changes back to a fiscal year appointment, or for payment
197 and/or service credit upon separation or retirement in accordance with applicable
198 policies.

199 7. Transfers within the University or from another State Agency to the University.

200 a. When an employee changes employment status within the University
201 (Faculty/Other Academic/Unclassified/Classified) or from another State Agency
202 to the University without a break in service of one or more working days, accrued
203 annual and sick leave credits of the employee will be certified and credited to the
204 leave record, provided that an employee cannot be given more leave credit than
205 he/she could have accrued had he/she performed all of the service under the
206 leave accrual regulations of the University

207 b. When the amount of annual leave transferred exceeds 176 hours and the
208 employee has less than 10 years of State service, if the employee selects Leave
209 Accrual Option II, the employee may not be credited with any more leave until
210 his/her balance falls below 176 hours or he/she attains 10 years of State service.
211 (NOTE: Employees with greater than 176 hours should consider selecting Leave
212 Accrual Option I.)

213 c. There is no provision for receiving credit for any unused, unpaid annual or sick
214 leave when a person is retired from another state agency and then employed by

- 215 LSU.
- 216 d. Academic and unclassified employees do not accrue compensatory leave in the
217 LSU System; therefore, compensatory leave is not accepted for transfer with new
218 academic or unclassified employees.
- 219 8. Use of Leave
- 220 a. Sick and annual leave are creditable at the end of the employee's pay period.
- 221 b. Annual leave as defined under "Definitions" may be used for any personal
222 purpose at any time after it is credited contingent upon departmental approval.
223 The term of the leave and service commitments subsequent to the leave may not
224 extend beyond the period for which support is committed to the position or
225 contract.
- 226 c. Sick leave as defined under "Definitions" may be used any time after it is
227 credited. The term of the leave and service commitments subsequent to the
228 leave may not extend beyond the period for which support is committed to the
229 position or contract.
- 230 d. The minimum charge to sick and annual leave records shall not be less than one-
231 half hour. Beyond the first one-half hour, annual and sick leave may be taken in
232 quarter-hour increments.
- 233 e. Employees on academic year appointment become eligible to use accumulated
234 sick leave during summer appointments only after having completed at least the
235 first day of service in the summer contractual period.
- 236 f. Except as provided in Section 1. (B) (9), sick leave may not be used for child
237 rearing.
- 238 g. A written certification from a registered physician or other acceptable proof of
239 disability is required for sick leave of more than five consecutive work days,
240 unless a shorter time period is designated by the Chancellor. Written certification
241 may be requested for shorter periods when deemed warranted by the supervisor.
- 242 h. The use of annual leave immediately preceding resignation, termination, or
243 retirement will be limited to the amount of annual leave the employee earns
244 during a calendar year. Where justifiable, exceptions may be made by the
245 Chancellor when recommended through appropriate administrative channels.
- 246 B. Leave Other than Sick and Annual
- 247 1. Civil Leave
- 248 Leave with pay is granted to an employee while performing jury duty; when
249 subpoenaed to appear as a witness before a court, public body, or commission (A
250 request for such appearance from appropriate authority may be honored without
251 issuance of subpoena.) provided that for these purposes a plaintiff or defendant shall
252 not be considered a witness; when performing emergency civil duties in connection

253 with national defense or other civil emergencies; when an employee who is a
254 member of the National Guard is ordered to active duty incident to occurrences of an
255 extraordinary or emergent nature which threaten peace and property, or when
256 engaged in voting.

257 a. Voting on election day:

258 For those University employees whose scheduled work day is between the hours
259 of 7:30 a.m. and 4:30 p.m. on an election day, and are unable to vote prior to or
260 after their work day, the University shall allow, upon request of the employee and
261 approval of the department head, time off with pay for voting in accordance with
262 the following schedule:

Voting Residence Within:	Up to:
0-30 mile radius of campus or with parish where employed	2 hrs.
31-60 mile radius of the campus	4 hrs.
61 or more miles of the campus	1 day

263

264 The department head in accordance with the above schedule will have the
265 discretion of determining the amount of leave and when time off will be granted
266 during the workday. Nothing in this policy prevents the department head from
267 inquiring as to the reasons why the employee cannot vote prior to or after the
268 workday.

269 2. Compensatory Leave

270 There is no provision for compensatory time or overtime payment when extra duty is
271 required of academic and unclassified employees to meet emergency or unusual
272 work load needs consistent with the provisions of the Fair Labor Standards Act.

273 3. Holiday Leave

274 The holiday leave schedule for fiscal-pay-basis employees is issued as [LSU PM-5](#).
275 Holidays for academic-pay-basis employees are specified in the General Catalog.
276 An employee does not receive holiday payment for a holiday which intervenes while
277 the employee is in a leave-without-pay status.

278 4. Educational Leave (Educational Leave provisions are covered in [LSU Eunice PS-](#)
279 [63.](#))

280 5. Leave of Absence Without Pay

281 a. Leave of absence without pay may be granted to employees for good cause.
282 The reasons must be acceptable to the University and the operations of the
283 granting department must not be seriously affected. The term of the leave and
284 service commitments subsequent to the leave may not extend beyond the period
285 for which support is committed to the position or contract. Normally the person
286 taking leave of absence without pay will return to the University after the leave.
287 Usually, but not necessarily, sick and/or annual leave are exhausted before
288 requests for leave of absence without pay are made. Good cause for granting

289 leave of absence without pay** may be interpreted to include but not be limited
290 by the following: extended illness; need to provide care for members of the
291 family; other circumstances covered by the Family and Medical Leave Act;
292 education which will directly increase job effectiveness; or in special situations,
293 temporary employment outside the University when it is in the interest of public
294 service and/or will be beneficial to the University upon the employee's return.

295 Leaves of absence without pay for a period of less than one year require
296 supervisory approval through appropriate administrative channels to and
297 including the Chancellor. Leaves of absence without pay for a period of one
298 academic year or more or one fiscal year or more, whichever is applicable, must
299 be submitted in writing prior to the expiration date with justification for the
300 request. Such extensions require approval of the Chancellor, President, and
301 Board of Supervisors.

302 b. Leave without pay does not count as credited service for any purpose; however,
303 credited service before and after leave without pay shall count in the same
304 manner as if service had been continuous.

305 c. Sick and annual leave are not accrued while an employee is on leave without
306 pay.

307 d. Reporting of leave without pay:

308 i. When leave without pay is taken for 30 days or more, the form concerning
309 disposition of insurance must be completed, signed by the employee and
310 submitted with the personnel action form.

311 ii. When an employee is on leave without pay because accumulated sick and/or
312 annual leave have been exhausted, and the employee requests additional
313 leave, the personnel action form should state "Leave without pay for (state
314 reason)." All requests for leave without pay and all responses to the requests
315 must be in writing and kept in departmental records.

316 6. Military Leave

317 a. Employees who are members of a reserve component of the Armed Forces of
318 the United States or the National Guard shall be granted leave for periods not to
319 exceed fifteen (15) working days in any calendar year when ordered to active
320 duty. Such leave shall be given without loss of pay, annual or sick leave, or
321 efficiency rating; and when relieved from duty, the employee shall be restored to
322 his/her position. Any portion of a military leave in excess of fifteen working days
323 during a calendar year shall be leave unpaid/without pay, unless chargeable
324 against accrued annual leave except as described in b) below.

325 b. Employees on military leave whose military base pay is less than his/her state
326 base pay shall be paid the difference between their military base pay and their
327 state base pay in their regular position. (Source: Act 327 of the 2003 Regular
328 Session and Civil Service Rule 11:26)

329 7. Sabbatical Leave (Sabbatical leave provisions are covered in [LSU Eunice PS-63.](#))

- 330 8. Special Leave. Leave with pay may be granted to an employee by the department
331 head:
- 332 c. If the Chancellor determines that because of local conditions or act of God, it
333 would be impossible or impractical for the employee to report to work.
- 334 d. To attend funeral or burial rites of a parent, step-parent, child, step-child, brother,
335 step-brother, sister, step-sister, spouse, mother-in-law, father-in-law,
336 grandparent, or grandchild. A maximum of two days special leave may be
337 granted on any one occasion.
- 338 e. To participate in a State Civil Service examination or to take other examinations
339 pertinent to the employee's position.
- 340 f. To report for a pre-induction physical incident to possible entry into the U.S.
341 Military Forces.
- 342 g. For limited periods of assignments to other than regular duties which would be
343 beneficial to both the employee and the University System.
- 344 9. Personal Leave – Academic and Unclassified Employees on Academic Year
345 Employment
- 346 a. Regular full-time members of the academic staff and regular unclassified
347 employees on academic year appointment, *who do not receive annual leave*,
348 shall be allowed to use up to two (2) days of Personal Leave per academic year
349 for personal purposes.
- 350 b. All employees requesting Personal Leave shall give their immediate supervisor at
351 least twenty four (24) hour notice prior to taking the leave.
- 352 c. Personal Leave used shall be deducted from the employee's sick leave for the
353 current year or sick leave accumulated as provided in Louisiana [R.S. 17:3311](#).
- 354 d. Personal Leave shall not be accumulated from year-to-year, nor shall it be
355 compensated in any manner, including upon death or retirement. (*Source: Act*
356 *508 of the 2008 Regular Session.*)
- 357 C. Payment of Leave
- 358 1. Terminal Payment for Leave
- 359 a. Terminal payment of an academic or unclassified employee may not exceed an
360 amount representing:
- 361 300 hours of unused annual leave at the time of retirement or termination for any
362 reason
- 363 200 hours of unused sick leave upon retirement, as defined in b. below, or death
364 prior to retirement
- 365 b. For Optional Retirement Plan (ORP) members, eligibility for sick leave payment

366 upon "retirement" requires that the employee meet the age and service
367 retirement eligibility requirements of the Teachers' Retirement System of
368 Louisiana.

369 c. All personnel action forms processed to effect terminations, retirements or
370 transfers must show the amount of paid and unpaid annual and sick leave.

371 d. Terminal leave payments are based on the employee's annual base salary, not
372 including any supplements, on the effective date of payment. Calculation of the
373 hourly rate for leave payments shall be as follows:

374 Base fiscal year (12month) annual salary divided by 2080

375 Base academic year (9 month) annual salary divided by 1440

376 Convert part-time employee's salary to full-time prior to calculating the leave
377 payment by dividing the annual salary by the percent effort.

378 e. Unpaid accumulated annual and sick leave are added to service credit for
379 computation of retirement stipend (not eligibility) in accordance with the rules of
380 the applicable retirement system.

381 f. The terminal leave payment for a fiscal year employee who transfers to an
382 academic year appointment will be made at the time of separation and will be
383 based on the academic year formula and the salary rate in effect at the time of
384 separation.

385 2. Worker's Compensation Payment

386 When an employee is absent from work due to disabilities for which he/she is entitled
387 to worker's compensation, the employee must use sick and annual leave payments
388 to supplement worker's compensation payments to the equal of the regular salary.
389 To do so, the employee must endorse his/her worker's compensation check over to
390 the University. The employee will be re-credited with an amount of leave equivalent
391 to the value of the worker's compensation check.

392 In the event an individual receiving Worker's Compensation payments and/or sick or
393 annual leave payments should accept other employment, the Worker's
394 Compensation payments and the sick or annual leave payments may or may not be
395 continued, depending upon the circumstances and in accordance with the law.

396 D. The Family and Medical Leave Act (FMLA provisions are covered in [LSU Eunice PS-
397 53](#)).

398 **V. CLASSIFIED EMPLOYEES**

399 The provisions of the Louisiana Department of Civil Service as provided in the Civil Service
400 Rules and the Civil Service Manual are applicable to leave policies and procedures for classified
401 employees. Any questions should be directed to the Vice Chancellor for Business Affairs.

402 Some additional University administrative procedures applicable to classified employees are:

- 403 A. Requests for annual leave should be submitted to the immediate supervisor in sufficient
404 time to make the appropriate work schedule changes.
- 405 B. Administrators and department heads are requested to submit classified employee
406 requests for annual and sick leave directly to the Vice Chancellor for Business Affairs.
407 The Vice Chancellor shall transmit all approved leave requests to the Office of Human
408 Resources for recordation.
- 409 C. The Vice Chancellor for Business Affairs, as supervisor of classified personnel, will
410 provide information concerning annual and sick leave as requested by employees.
- 411 D. University policy does not provide for advancing sick or annual leave credits when an
412 employee has exhausted all accrued credits.
- 413 E. Application and/or certification is required when using leave.
- 414 F. For educational privileges for classified employees, refer to [LSU Eunice PS-63](#), which
415 applies to all full-time nonacademic employees, classified and unclassified. For other
416 educational leave guidelines for full-time classified employees, refer to Civil Service
417 regulations.

418 **VI. SOURCES**

419 [LSU PM-5](#): LSU Holiday Schedules, revised annually;

420 [LSU PM-20](#) - Leave Policies for Academic and Unclassified Employees and Classified
421 Personnel, revised August 14, 2008.