



## Policy # 53025

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### LEAVE POLICY FOR ACADEMIC, CLASSIFIED & UNCLASSIFIED EMPLOYEES

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**Effective Date:** March 25, 2009

**Revised Date:** July 11, 2023

**Responsible Office:** Human Resources

**Division:** Operations

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#### I. PURPOSE/OBJECTIVE

To define the various leave policies in order that the granting of leave and the maintenance of records may be accomplished in accordance with the regulations set forth by the University of Louisiana System Board of Supervisors, Department of Civil Service and the University.

#### II. STATEMENT OF POLICY

##### A. SICK LEAVE

Sick Leave is leave with pay granted to an employee who is suffering with an illness or disability which prevents him from performing his usual duties and responsibilities. Sick Leave may be taken when the employee or his or her immediate family member has an illness, injury or needs consultation/treatment for medical, dental or optical conditions. An “immediate family member” defines as a spouse, parent or child of an employee.

An employee on a regular tour of duty shall earn sick leave based on the equivalent years of full-time service. The leave shall be credited at the end of the pay period and posted for use on the next pay period in accordance with the attached Leave Accrual Schedule. Part-time employees will accrue leave in proportion to the assigned percent of effort.

1. Reporting for Classified Employees:  
The minimum charge to sick leave is one-quarter hour.
2. Reporting for Faculty and Unclassified Employees:  
The minimum charge for sick leave is one hour and if more is used, it shall be charged in one-half hour increments.
3. Leave requests must be submitted by employee and approved by the designated supervisor on standard leave forms. Sick leave requests exceeding two (2) weeks duration requires processing of the Family Medical Leave Act form (See FML A policy) instead of the regular leave form. The term of the leave may not extend beyond the period for which support is committed to the type of position appointment or contract.

4. Abuse of this benefit is cause for disciplinary action.
5. Refer to respective Handbooks (Faculty, Unclassified or Classified) for further guidelines.

**B. ANNUAL LEAVE**

Annual Leave is leave with pay granted to unclassified 12-month employees for the purpose of rehabilitation, restoration, maintenance of work efficiency, or attention to other personal concerns. All unclassified (non-faculty) and classified employees on a regular tour of duty shall earn annual leave based on the equivalent years of full-time State service. The policies and procedures provided for item A, Sick Leave, also govern Annual Leave.

Annual Leave may be used for any personal purpose, after it is earned and posted, contingent upon approval of designated supervisor. The granting of annual leave is not automatic and may be denied or restricted based on business necessity. Request for annual leave must be made in advance to the designated supervisor.

**C. SICK AND ANNUAL LEAVE ACCRUAL**

<b>Classified Civil Service Accrual</b>			
Years of Service	<u>Per Hour</u>	<u>Per Pay Period</u>	<u>Approximate Days Per Year</u>
Less than three	.0461	3.6880	12
Three but less than five	.0576	4.6080	15
Five but less than 10	.0692	5.5360	18
10 but less than 15	.0807	6.4560	21
15 or more	.0923	7.3840	24

<b>Faculty/Unclassified Accrual</b>	
<b>(Faculty do not accrue Annual Leave)</b>	
Years of Service	<u>Hours Earned Per Month</u>
Less than three	8
Three but less than five	10
Five but less than 10	12
10 but less than 15	14
15 or more	16

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1. No eligible employee shall be credited with sick or annual leave for any calendar month under any of the following circumstances:
  - a. until completion of the respective pay period as an employee (bi-weekly for classified and monthly for faculty/unclassified); or
  - b. during which the employee was on leave without pay for 10 or more working days; or
  - c. while serving in the military
2. Accrued unused sick and annual leave earned by an employee shall be carried forward to the succeeding years without limitation.
3. When an employee changes position from one state agency to another, the employee's accumulated sick and annual leave shall be forwarded to the new agency and shall be credited to the employee.
4. Legal holidays, designated holidays by the University President (when announced and observed), days of local conditions and celebrations, and similar periods when designated, announced, and observed by the institution, shall not be charged to accrued annual leave.
5. Annual leave shall be applied for in advance by the employee and may be taken only when approved by the appointing authority.
6. Upon resignation, death, removal, or other termination of employment of an employee, annual leave amounting to the maximum (300 hours) as is provided for members of the classified service of the state by the Civil Service Commission and approved by the Governor, and accrued to his credit shall be computed and the value thereof shall be paid to the employee or the heirs. Such pay shall be computed at the employee's base rate of pay at the time of termination.

**D. NON-PAYABLE (Hour for Hour) COMPENSATORY LEAVE**

Compensatory Leave is leave hours accrued and used by unclassified employees (12-month) for work and duties performed in excess of the normal 40-hour work week. Unclassified and classified employees on a regular tour of duty shall earn non-payable compensatory leave.

1. Classified employees
  - a. Non-payable Compensatory Leave is earned when one has not actually physically worked over 40 hours and has taken enough leave (i.e., annual, sick, holiday) so that the workweek hours total more than 40. The excess of 40 hours is credited as an hour-for-hour compensatory leave. This leave shall be credited and posted for use in the next pay period. Approval to earn non-payable compensatory

leave is required by the supervisor. The minimum charge for non-payable compensatory leave is one-quarter hour.

- b. Non-payable leave may be used for any personal purpose, contingent upon approval of designated supervisor. The granting of compensatory leave is not automatic and may be denied or restricted based on business necessity. Request for compensatory leave must be made in advance to designated supervisor.
2. Unclassified (non-faculty):
    - a. An appointing authority (unit head or vice president) may require an employee to work overtime on a holiday or at a time that the employee is not regularly required to be on duty. Compensatory leave may be granted for overtime hours worked outside the regularly assigned 40 hours due to holidays observed or leave taken. The earning of compensatory leave must have prior approval of the immediate supervisor and the appropriate vice president. The amount of such leave shall be equal to the number of extra hours the employee is required to work (hour for hour).
    - b. Compensatory leave shall not be earned by the following employees: president, vice presidents, executive assistant to the president, or titles as associated only in the Office of the President, associate vice presidents, deans, associate/assistant deans, department heads, directors, athletic director, senior women's administrator/associate athletic director, assistant athletic director for athletics promotion, athletic business manager, athletic trainers and university athletic coaches. Exceptions may be made to permit these employees to be exempt from having to take leave when the university is officially closed. Such exceptions shall be included in the appointment letter of the individuals involved. In all events, any employee who is entitled to earn compensatory leave under the Fair Labor Standards Act shall earn such leave in accordance with Civil Service rules and regulations.
    - c. Approved compensatory leave shall be promptly reported and posted for use during the next pay period. This leave may be used with the approval of the immediate supervisor and/or the appropriate vice president. Not more than 240 hours of accrued unused compensatory leave shall be carried forward into any fiscal year. An appointing authority may require employees to use their earned compensatory leave at any time. An employee will not be paid the value of his/her accrued compensatory leave upon separation from his/her unclassified position.

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- d. In the event that an employee transfers without a break in service to another position within the State service, compensatory leave may be credited to the employee at the discretion of the new appointing authority. Compensatory leave shall be terminated when an employee separates from State service.
- e. Compensatory leave should not be confused with a flexible time policy. Employees cannot arbitrarily determine their own work schedules. In addition, work undertaken while at home does not constitute the earning of compensatory time.
- f. Employees will not earn compensatory leave while “on call” status unless specifically approved by the President of the University.
- g. While on official travel on a regular university work day, an employee may earn a maximum of five (5) hours of compensatory leave for hours worked. During week end official duty on travel, an employee may earn up to eight (8) hours per day.

**E. PAYABLE COMPENSATORY LEAVE**

Payable (time and one-half) compensatory leave shall be earned by classified employees *only*. It is earned when an employee actually physically works over 40 hours during a workweek. Hours of payable compensatory leave earned in excess of 240 (regular employees) and 480 (emergency personnel) shall be paid in cash on the next scheduled payroll.

When an employee requests to use earned compensatory leave, non-payable compensatory leave will be charged prior to payable compensatory leave.

**F. FACULTY LEAVE**

Faculty Leave is granted to faculty members employed on the nine-month (academic year) basis in lieu of annual leave and is comprised of the days between terms and at holiday periods when students are not in classes.

**G. FUNERAL LEAVE**

Faculty, unclassified and classified employees on a regular tour of duty may be granted time off without loss of pay, annual leave or sick leave when attending the funeral or burial rites of a spouse, parent, stepparent, child, stepchild, brother, stepbrother, sister, stepsister, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild provided such time off shall not exceed two days on any one occasion.

**H. MATERNITY LEAVE**

Any employee may request leave for maternity purposes, provided such a request is supported by a medical statement from the attending physician which specifies the date the employee shall cease work, the anticipated date of delivery, and the date of return to duty. Sick leave shall be used for this purpose when postnatal and prenatal condition prevents the performance of usual duties, provided the employee has sufficient sick leave credit. The maximum time allowed to use sick leave for maternity reasons is six (6) weeks unless a physician certifies the employee's inability to return to work. This also requires processing of the Family Medical Leave Act form (FMLA) instead of regular leave forms.

An employee on maternity leave who has exhausted sick leave may elect to use compensatory leave, annual leave and may be given leave without pay for the remainder of the time necessary prior to return of duty. However, an employee will not be granted leave without pay until other types of leave available for this purpose have been exhausted.

**I. MILITARY LEAVE**

Employees who are members of a reserve component of the armed forces of the United States or the National Guard shall be granted leaves of absence from their positions without loss of pay, time, or annual or sick leave when ordered to active duty for field training or training authorized in lieu thereof when the individual is given constructive credit for such training. Such leaves shall be for periods not to exceed 15 working days in any calendar year, but an appointing authority may grant an employee annual leave or leave without pay or both, in accordance with other provisions of these leave regulations for such periods which exceed 15 working days in any calendar year.

Employees who are inducted or ordered to active duty to fulfill reserve obligations or who are ordered to active duty in connection with reserve activities for indefinite periods or for periods in excess of their annual field training shall be ineligible for leave with pay.

**J. LEAVE FOR CIVIL AND NATIONAL SERVICE**

An employee shall be given time off without loss of pay, annual, or sick leave for civil and national services. The following are recognized by the Board as appropriate reasons:

1. for performing jury duty;

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2. when summoned to appear as a witness before a court, grand jury, or other public body or commission;
3. for performing emergency civilian duty in relation to national defense;
4. for voting in a primary, general, or special election which falls on his/her scheduled working day, provided that not more than two hours of leave shall be allowed an employee to vote in the parish where he/she is employed, and not more than one day to vote in a parish other than the one where he/she is employed;
5. when the appointing authority determines that employees are prevented from performing their duties by an act of God;
6. when the appointing authority shall determine that local conditions or celebrations make it impracticable for employees to work.

**K. OTHER LEAVE**

1. When an employee is absent from work because of disabilities for which he/she is entitled to Workmen's Compensation, he/she may, at his/her option, use sick or annual leave or any appropriate combination of sick and annual leave (not to exceed the amount necessary) to receive total payment for leave and Workmen's Compensation in accordance with law.
2. At the discretion of the President or his designee, a full-time faculty member may be granted leave with pay to attend to personal emergencies. Such time may be charged against sick leave.

**L. PRIORITIES OF CHARGING LEAVE ACCRUALS/EARNINGS**

When an employee is approved for sick leave and insufficient leave hours are available, the Banner payroll system shall charge non-payable compensatory leave, followed by annual leave and followed by payable compensatory leave.

When an employee is approved for annual leave and insufficient leave hours are available, the Banner payroll system shall charge non-payable compensatory leave, then payable compensatory leave.

**III. REVISION/REVISED HISTORY**

July 10, 2023- Reviewed

January 25, 2022- Reviewed

March 25, 2009-Revision Date