

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: TO DEFINE LEAVE POLICIES AND PROCEDURES

PURPOSE: To define the various leaves of absence policies and procedures in order that the granting of leave and the maintenance of records may be accomplished in accordance with University and Civil Service regulations.

GENERAL POLICY

Employees shall not absent themselves from their duties without proper authorization. It is the responsibility of the department head or his/her designee to receive and review requests for all leaves of absence and approve or disapprove such requests in accordance with University policy and Civil Service Rules.

I. ANNUAL AND SICK LEAVE ACCRUAL

A. Accrual Rates

1. Employees on an academic year basis (Faculty Members) do not accrue annual leave but do accrue sick leave. See sick leave accrual.
2. Leave accrual for **fiscal academic** and **professional** employees on fiscal pay basis begins with the appointment or continuation of appointment that extends employment beyond 180 days at greater than 50% of effort.
3. Transient employees do not earn leave. Academic and Unclassified employees on appointments of 50% effort or less do not earn leave.

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

C. Annual Leave Accrual Schedule I - Applies to: Annual leave for academic and professional employees on fiscal year basis who elect to be covered by the LSU Leave Schedule.

YEARS OF SERVICE
Less than ten (10)

PROFESSIONAL & ACADEMIC
14 hours per month with total
accumulation limited to 22

working days. After 22 days (176 hours) are accumulated, no additional annual leave time is earned until annual leave time is used

Ten (10) years but less than fifteen (15) 14 hours per month with no limit on total accumulation.

Fifteen (15) years or more 16 hours per month with no limit on total accumulation.

One academic year equals one full year of service for the purpose of computing leave accrual rate for employees who have worked on academic pay basis.

- D. Annual Leave Accrual Schedule Option II – Applies to: Annual leave for full-time regular academic and professional employees appointed on fiscal year basis who elected to be covered by Civil Service annual leave regulations, with no limitation on total accumulation or Annual leave for full-time Civil Service Employees

<u>YEARS OF SERVICE</u>	<u>CLASSIFIED</u>	<u>PROF & ACADEMIC</u>
Less than three years	.0461 hour per hour in pay status	8 hours per month
Three years but less than five	.0576 hour per hour in pay status	10 hours per month
Five years but less than ten	.0692 hour per hour in pay status	12 hours per month
Ten years but less than fifteen	.0807 hour per hour in pay status	14 hours per month
Fifteen years or more	.0923 hour per hour in pay status	16 hours per month

- E. Sick Leave Accrual Schedule – All employees

<u>YEARS OF SERVICE</u>	<u>CLASSIFIED</u>	<u>PROF & ACADEMIC</u>
Less than three years	.0461 hour per hour in pay status	8 hours per month
Three years but less than five	.0576 hour per hour in pay status	10 hours per month
Five years but less than ten	.0692 hour per hour in pay status	12 hours per month
Ten years but less than fifteen	.0807 hour per hour in pay status	14 hours per month
Fifteen years or more	.0923 hour per hour in pay status	16 hours per month

- F. Accrual Conditions
1. **Academic** and **Professional** Employees begin accruing leave with the appointment or continuation of appointment that extends employment

- beyond 180 days, provided the employment is greater than 50% of effort. Leave is accrued in proportion to the percent of effort.
2. Classified employees begin accruing leave from their first day of appointment on a regular tour of duty. Classified employees do not accrue leave while serving on a restricted appointment. However, time served immediately prior to a regular classified appointment (probationary) with no break in service shall count towards service for leave accrual purposes.
 3. For leave accrual purposes, years of service is based on full-time equivalent state service in pay status.
 4. Effective with appointments beginning on or after January 1, 1999, the following types of state service shall count toward service for leave accrual purposes.
 - a. All service as a classified employee.
 - b. Service as an academic or unclassified employee at a Louisiana public institution of higher education, excluding service as a student, graduate assistant, resident, or fellow.
 - c. Service as an unclassified employee under Civil Service Rules 4.1(d)2 and 11.19(d).
 - d. The Chancellor may at his/her discretion authorize the counting of other unclassified state service when it was earned on an appointment which was of a recurring and essentially full-time nature (e.g., unclassified undersecretary at a major state agency).
 5. Accumulation of leave is measured in hours per month in pay status
 6. Annual or Sick leave is not accrued while an employee is on sabbatical leave, educational leave, leave without pay, or on a gratis appointment. However, time spent on sabbatical or educational leave does count as service toward leave accrual rate change.
- G. Accrual - Full Month of Service
1. For eligible **professional** and **academic** personnel, if an appointment is effective on the first working day of the month, leave accrual shall be based on a full month's service.
 2. Eligible **classified** employees will accrue daily from the effective appointment date.
- H. Accrual - Partial Month of Service
1. **Professional** or **academic** employees who are appointed, terminated, or begin or return from leave without pay on a date such that the employee

is in pay status or whose percent effort is increased on a date such that the employee is in pay status at more than 50% effort:

- a. At least one-half the working days in the calendar month, but less than the whole month, will accrue a half-month's leave credit,
 - b. Fewer than one-half the working days in the calendar month, will accrue no leave credit for that month
2. **Classified** employees will accrue leave credit based on the exact number of hours in pay status.

I. Changes in Accrual Rate Based on Anniversary Date

1. As an employee's years of service increase, the leave accrual rate will increase according to Leave Accrual Schedules I and II of this Section.
 - a. A **professional** or **academic** employee whose anniversary date of appointment falls on:
 1. The 1st through the 15th of a month will accrue leave at the higher rate for the whole month,
 2. The 16th through the end of a month will accrue leave at the present rate for that month and will accrue at the higher rate beginning with the first of the following month.
 - b. For **classified** employees, leave accrual rate increase is effective on the anniversary date.

J. No Annual or Sick Leave Shall Be Credited for Any:

1. Overtime hour;
2. Hour of leave without pay (including holidays or non-work days);
3. Hour in on-call status outside regular duty hours;
4. Hour of travel or other activity outside regular duty hours;
5. Hour of a holiday or other non-work day which occurs while he/she is on leave without pay.

K. Recording of Leave

1. Leave requests must be submitted on a standardized leave slip,
2. The minimum charge to annual or sick leave is one-quarter hour. In the case of Family and Medical Leave, the minimum charge and subsequent increments may be as low as one-tenth of an hour.
3. For purposes of the FMLA, the leave to be taken must be designated as "FMLA" on all leave slips.

L. Advance of Leave

1. Advance of annual or sick leave can not be granted.

2. Employees who have exhausted their annual leave may request, in writing, that they be placed on leave without pay. Employees who have exhausted their sick leave but have annual leave may be allowed, with supervisory approval, to use their annual leave to continue their leave status. Employees who have exhausted their sick and annual leave may request in writing to be placed on leave without pay or crisis leave.

M. Crisis Leave

1. Crisis Leave is a means of providing paid leave to eligible employees who have experienced catastrophic illnesses or injuries to themselves or eligible family members
2. The intent of the policy is to assist employees who, through no fault of their own, have insufficient paid leave to cover the crisis leave period
3. An employee may request leave from the Crisis Leave Pool by completing a Crisis Leave Request Form (available in HRM). The request must be accompanied by the employee's Family Medical Leave Act form and any accompanying documentation to the Leave Pool Manager. See section regarding FMLA Leave included in this policy. The Pool Manager reviews the request to make sure that the employee is eligible to receive crisis leave. The employee requesting crisis leave must provide all requested information necessary to make a final determination of eligibility. See Crisis Leave Policy for Additional Information.

N. Restoration of Annual and Sick Leave Credits upon Re-employment

1. Re-employment after military service: all annual leave accrued by an employee for which payment was not made at time of separation from the LSU System to enter military service will be credited upon re-employment within the LSU System immediately following such military service. All sick leave credited to an employee at time of separation from the LSU System to enter military service will be credited upon re-employment at the LSU System immediately following such military service.
2. Re-employment after resignation or layoff: all sick and annual leave accrued by an employee for which payment was not made upon resignation or upon layoff, but not retirement, will be credited to the employee if re-employed by the University system within a period of five years from the date of separation, provided that the employee is eligible to accrue leave and termination was not made for cause (disciplinary action). An employee must be employed in a benefit eligible position as a condition for using credited sick leave.

3. Re-employment after termination: all annual and sick leave accrued by a classified employee whose separation was by dismissal or resignation to avoid dismissal is canceled and will not be credited upon re-employment.
 4. Re-employment after retirement: unused unpaid annual leave is not re-credited to individuals re-employed after retirement from LSU or any other State agency.
- O. Status of Annual Leave upon Change in Pay Basis
1. Employees on a fiscal pay basis who are to be transferred to an academic basis should be permitted, where feasible, to take any accumulated annual leave prior to the effective date of such change in status.
 2. Any annual leave not taken by the effective date of such change in status is to be retained to the credit of the employee for future use if the employee changes back to a fiscal year appointment, or for payment and/or service credit upon separation or retirement in accordance with applicable policies. Annual leave retained to the credit of the employee cannot be used while the employee is employed on an academic basis.
- P. Status of Annual and Sick Leave upon Change in Percent of Effort
1. Academic and professional employees on a fiscal pay basis who were first employed by LSU January 1, 1999 or later and whose percent of effort drops to 50% or below, cease to accrue leave for the duration of the period they are appointed for less than 51% effort. However, they remain eligible to use leave already accumulated subject to approval.
 2. When/if the employee returns to 51% or greater effort, he/she will begin to accrue leave again.
- Q. Transferring Annual and Sick Leave
1. Within the LSU System or from another state agency to LSUA
 - a. When a classified employee transfers to another classified job within the LSU System or from another state agency to a classified job in the LSU System, accrued annual leave credits of the employee shall be certified and credited to the employee's leave record.
 - b. In the case of academic or professional employees transferring within the LSU System or from another state agency to the LSU System, the credit given cannot exceed more leave than he/she could have accrued had he/she performed all of the service under the accrual regulations of the LSU System. Employees transferring to professional or academic positions at LSUA are

allowed to elect Annual Leave Accrual Schedule I or Annual Leave Accrual Schedule II.

Note: Employees with less than ten years full-time equivalent state service who elect Annual Leave Accrual Schedule II and who have in excess of 176 hours of annual leave, will NOT earn additional leave until such time as their balance is reduced below 176 hours.

2. From LSUA to State Agencies outside the LSU System - Transfer of annual and sick leave earned by academic and professional employees at LSUA to a position outside the LSU System is dependent upon the rules and policies set forth by the management board of the hiring agency.

II. USE OF ANNUAL LEAVE

A. General Guidelines

1. Annual leave is credited at the end of the employee's pay period.
2. Annual leave may be used for any personal purpose (including care of a family member) any time after it is earned **contingent upon departmental or other designated approval**. The granting of annual leave is **not** automatic and may be denied or restricted based on business necessity. The term of the leave may not extend beyond the period for which support is committed to the position or contract.
3. Under no circumstances may an employee be advanced leave. When employees exhaust their annual leave they may, with supervisory approval and by making written request, request to remain on leave by using leave without pay. The granting of leave without pay is not automatic. Employees who fail or refuse to request leave without pay shall administratively be placed on unauthorized leave without pay and may be subject to disciplinary action up to and including termination.
4. The minimum charge to leave records shall not be less than one half hour. Beyond the first half hour leave may be used in quarter hour increments. In the case of Family and Medical Leave the minimum charge to annual leave and subsequent increments may be as little as one-tenth (.1) of an hour, or six minutes.
5. The use of annual leave immediately preceding resignation, termination or retirement of **professional, academic or classified** personnel will be limited to the amount of annual leave the employee earns during a calendar year. Where justifiable, exceptions may be made by the Chancellor.
6. Annual leave shall not be charged for non-work days.

7. Employees on a fiscal year appointment must take leave to earn additional compensation if the work is performed during normal work hours.

B. Enforcement of Annual Leave

1. Upon approval by Human Resource Management, a department head 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. However, no classified employee shall be required to reduce accrued annual leave to less than 240 hours except:
 - a. Prior to being granted leave without pay, but subject to the right granted classified employees by the military leave provisions of Civil Service rules;
 - b. Where it is determined that the need to be absent from work is because of a condition covered by the Family and Medical Leave Act (FMLA).

C. Application and Certification Required When Using Annual Leave

1. Periods of one week or more: granting of annual leave by the supervisor will be based upon the department's work load, and scheduled vacations of other employees. Written application for annual leave should be made at least one week in advance, except in the case of Family and Medical Leave when medical necessity makes it impractical to make the request in advance.
2. Periods of less than one work week: normally leaves for periods of short duration are more disruptive than leaves of longer periods because of difficulties with work schedules. Approval will be based upon the department's work load and the employee's work load, attendance record and applicable Family and Medical Leave regulations.
3. Application for leave must be made, in writing, to the appropriate supervisor for approval at least one day prior to the requested leave date. When justifiable emergency situations occur (including Family and Medical Leave), the supervisor may waive the one day prior notice. The supervisor may request reasons for leave should the circumstances warrant.
4. Any employee not reporting to work when a request for leave has been denied will be considered on unauthorized leave without pay and will be subject to disciplinary action. Habitual unauthorized leave may be cause for termination.

5. With the approval of HRM, leave sanctions to restrict the use of annual leave may be implemented when circumstances justify such an action. FMLA leave may not be used as a basis to implement leave sanctions.
6. HRM may request the reason for an annual leave request of one week or more in order to determine FMLA status.
7. Physician certification is required when requesting annual leave for care of a family member consistent with the Family and Medical Leave Act.

D. Cancellation or Continuance of Annual Leave Credits Upon Separation

1. All annual leave accrued by a classified employee whose services are terminated for cause shall be canceled except that for which he/she must be paid (up to 300 hours).
2. All annual leave accrued by an employee for which he/she is not paid upon being laid off shall again be credited if the individual is re-employed within five years following the separation, provided, that the privileges of this rule shall not extend to any employee whose last separation from the Classified Service was by dismissal or resignation to avoid dismissal.

E. Payment of Annual Leave Upon Separation

1. Terminal payment for annual leave may not exceed an amount representing 300 hours of unused annual leave at time of termination of employees for any reason.
2. Terminal payment for annual leave will disregard any fraction of an hour.
3. Payment of annual leave upon separation shall not be used to continue the payee as an employee beyond the last day of active duty.
4. Classified employees dismissed for theft of agency funds or property shall not receive terminal payment for annual leave.

III. USE OF SICK LEAVE

A. General Guidelines

1. Sick leave may be used any time after it is earned with supervisory approval. The term of the leave may not extend beyond the period for which support is committed to the position or contract.
2. Minimum charge to leave records shall not be less than one-quarter hour. In the case of Family and Medical Leave, the minimum charge to sick leave and subsequent increments may be as brief as one-tenth (.1) of an hour, or six minutes.

3. Sick leave may only be used for personal illness (includes psychological illnesses), or injury. Sick leave may not be used to care for a child or family member.
 4. An employee on annual leave may not, retroactively, have hours originally approved as annual leave charged to sick leave unless the charge to annual leave was through administrative error, except in the following case: if, during an approved period of annual leave, an event occurs which qualifies for sick leave and the employee immediately reports this occurrence to the appropriate individual(s), an adjustment may be made to the leave records as to all leave taken after the notice was given.
 5. Sick leave may not be charged for non-work days.
- B. General Procedures for Reporting Sick Leave
1. To qualify for paid sick leave employees must follow the sick leave policy set by his/her department. Departmental policy cannot conflict with Civil Service Rules or University policies.
 2. In order to qualify for paid sick leave, an employee must follow the call-in procedures established by his/her department.
 3. Should the employee fail to call in or notify the supervisor, all hours absent will be charged as un-authorized leave without pay, unless it is shown that it was medically impossible or impractical to follow the established procedure.
 4. Unjustified absence may be cause for leave sanctions and/or disciplinary action.
 5. All leave information should be submitted immediately upon return to work. Failure to submit information on a timely basis may result in the time away from work being considered leave without pay.
- C. Application and/or Certification Required When Using Sick Leave
1. An employee who is absent from work because of illness or disability or other circumstances for which sick leave is appropriate shall immediately report the absence to a designated department official, and upon return to duty, file written certification for the amount of sick leave taken. Except in the case of Family and Medical Leave, the following shall apply:
 - a. **Classified employees** absent from work for two consecutive work days or less, will not normally be required to provide certification; however, if the employee is absent for more than two consecutive work days, but not more than five consecutive work days, the supervisor may require certification from a

registered physician or other acceptable proof of illness; any employee absent for more than five consecutive work days will be required to submit written certification from a registered physician or other acceptable proof of disability. The employee must be advised, in advance, that written certification is required or in sufficient time to allow the employee to produce the certification. The need for written proof of short term illness, including those of two days or less, will be determined by the employee's attendance record and other matters of which the supervisor may have knowledge.

- b. The abuse of sick leave privileges may result in sick leave sanctions and/or disciplinary action regardless of the length of absence. Such sanctions require employees to present a medical certification for any period of absence. Sick leave sanctions may not be imposed for leave covered by the Family and Medical Leave Act. All sick leave sanctions require HRM approval.
- c. **Professional and academic employees** are required to provide a doctor's certificate for periods of absence exceeding five consecutive working days. As justified, certificates may be required for shorter time periods.

IV. FACULTY MEMBERS – ACCRUAL AND USE OF SICK LEAVE OR LEAVE WITHOUT PAY

- A. Because of the nature of their appointments, it may be difficult to determine when faculty should be charged leave. As a minimum, faculty who miss an assigned class or scheduled meeting must be charged leave appropriate to the circumstances regardless of whether arrangements are made for someone else to meet the class. If paid sick leave is neither available nor appropriate, leave without pay shall be charged. If a faculty member does not submit a leave slip in such circumstances, the leave must be administratively deducted from his/her record.
- B. For the purpose of sick leave reporting only, state law (Louisiana Revised Statute 17:3311) requires the University to establish a forty-hour work week for faculty. State law does not control the faculty member's actual work schedule or hours spent on campus nor does this policy seek to do so. Each faculty member's work week, for the purpose of recording sick leave, is determined by their class schedule and other on-campus responsibilities, e.g., student advising and committee work. These schedules may vary from semester to semester depending on class schedules and other on-campus responsibilities.

- C. Sick Leave Accrual (See sick leave accrual schedule.)
 - 1. For purposes of computing leave accrual rate change under the "Sick Leave Accrual Schedule," one semester equals one-half year.
 - 2. For each semester worked, the employee is credited (earns) leave for a period of 4 1/2 months. For example, an employee with less than three years service earns eight hours per month for 4 1/2 months for each semester worked.
 - 3. A regular employee accrues sick leave when appointed for the summer school session(s) or for summer research in proportion to the full-time equivalent of appointment.
 - 4. A new employee begins to accrue leave if appointed concurrently for the summer school session or summer research and the succeeding academic year. A new employee appointed for the summer session only does not accrue sick leave.

- D. Use of Sick Leave
 - 1. Absence due to medical or dental appointments that do not conflict with scheduled meetings or classes do not need to be reported to HRM.
 - 2. Absence due to medical or dental appointments, illness or injury that conflicts with scheduled meetings or classes but does not prevent the faculty member from performing other duties must be reported to HRM only for scheduled meetings or classes missed.
 - 3. If the illness or injury prevents the faculty member from performing any of his or her responsibilities (including teaching, research and service), sick leave should be recorded in increments of 8 hours per day not worked and prorated for partial days not worked.
 - 4. Faculty employed on an academic pay basis may not use sick leave during the summer until they have worked at least one day of their summer appointment

V. FAMILY AND MEDICAL LEAVE (FMLA) – All Employees

- A. Eligibility - Employees who have worked for twelve (12) months and who have worked 1,250 hours in the preceding twelve (12) month period from the time the leave is to begin are considered eligible employees for the purposes of Family and Medical Leave. For the purposes of this law and University policy, a year is defined as the twelve month period beginning with the date the employee first uses FMLA designated leave. This shall be referred to as a "first use year". Eligible employees are entitled to up to twelve (12) work weeks of paid or unpaid leave, in any year, for one or more of the following qualifying events:
 - 1. For the birth of a child and/or to care for the child,

2. For placement of a child through adoption or foster care,
 3. For the care of the employee's spouse (wife or husband), son, daughter or parent who has a serious health condition,
 4. For the employee's own serious health condition which prevents the employee from performing their essential duties.
- B. Notice Requirements
1. Employee Responsibility
 - a. Employees are required to provide thirty (30) days advance notice in writing, unless the qualifying event is unforeseeable or a medical emergency.
 - b. When advance notice is impossible or impractical, employees are required to notify their supervisors or other appropriate departmental authority at the earliest possible time (at least one or two business days from when the need for leave is known).
 - c. Departments must report all notifications of FMLA to Human Resource Management, ideally, within one to two business days of receipt of the notice.
 - d. Verbal approval may be granted contingent upon submission of the FMLA-1 and verification of the qualifying event.
 2. HRM Responsibility
 - a. HRM will review request for FMLA with in 5 working days of receipt.
 - b. Notification of approval or disapproval will be sent to the employee within 15 working days of receipt of the request for FMLA.
 - c. All information pertaining to FMLA will be kept confidential and only released to individuals approved by the employee.
- C. Physician Certification - Employees invoking Family and Medical Leave are required to have the Certification of Health Care Provider form completed by a licensed health care provider. This form must be submitted within fifteen (15) calendar days of notice to use leave. In the case of Worker's Compensation, standard physician certification in lieu of the FMLA-1 form is acceptable.
- D. Intermittent Leave or a Reduced Leave Schedule – An intermittent leave schedule or a reduced work schedule must be pre-approved by the department head, and certified by the physician on the FMLA-1 form or other acceptable medical documentation.

- E. Requirement to Take Paid Leave - Employees are required to take Annual or Sick Leave, depending on the nature of the absence, which will run concurrently with FMLA. The appropriate type of leave must be exhausted before approval will be granted to use leave without pay for Family and Medical Leave.

- F. Continuation of Health Care Benefits
 - 1. Employees who have their health coverage with the state and who go on leave without pay for Family and Medical Leave and who wish to continue their health care coverage will have the employer portion of the premium paid by the University.
 - 2. In such circumstances, employees are required to submit a GI-1 form (Insurance Disposition form).

- G. Requirement to Document All FMLA Leave
 - 1. Whether or not the employee requests FMLA leave specifically, if the reason for the leave qualifies as FMLA, it must be approved and documented as FMLA leave.
 - 2. For record keeping purposes, FMLA leave requires that a leave slip be completed and submitted by the employee unless the employee is not available in the work place or it would otherwise be impractical or impossible to obtain such a slip (in these cases, the FMLA-1 form should be maintained with the employee's leave record).

- H. Restoration After FMLA - Employees returning from the approved twelve weeks of Family and Medical Leave must be restored to their former positions or equivalent positions with equivalent benefits.

- I. Prohibition Against Retaliation - It is unlawful for any employer to interfere with, restrain or deny the exercise of any right provided for under FMLA. Employees may not be retaliated against for invoking the Family and Medical Leave.

- J. Questionable Certifications for Medical Leave - If an employee submits a completed certification signed by a health care provider, the employer may not contact the employee's health care provider for additional information. However, the employer may, have their health care provider request clarification and authentication of the certification. If the employer doubts the validity of the certification, it may proceed as follows:
 - 1. Second Opinion - With the approval of HRM and the Chancellor, the employee may be required to be examined by a health care provider of the **employer's designation and at the employer's expense**. If the

second opinion does not agree with the employee's certification, the employer can require a third opinion.

2. Third Opinion - With the approval of HRM and the Chancellor, the employee may be required to be examined by a **health care provider mutually approved by the employer and the employee at the employer's expense. The third opinion is final and binding.**

K. Submitting False Information - Any employee who submits false information regarding this Act shall be subject to disciplinary action up to and including termination of employment.

L. Impact of FMLA on Leave Sanctions - No leave (annual or sick) approved under FMLA may be used as a basis for, or in the calculation of leave usage, for imposing leave sanctions.

VI. EXTENDED SICK LEAVE AFTER EXHAUSTION OF FMLA ENTITLEMENT

A. General Guidelines

1. After the initial 12 week FMLA entitlement, sick leave requests will be approved in thirty day increments. Employees must submit a request for sick leave for each thirty day period at least five working days prior to the expiration of the initial thirty day period unless medically impossible.
2. Re-certification by a Health Care Provider will be required upon expiration of the original certification and each subsequent certification.
3. Re-certification by a Health Care Provider may be required in pre-set intervals to be determined on a case by case basis.
4. Certification of Health Care Provider form must be signed by a licensed physician.
5. Sick leave requests over thirty days must be approved by the appropriate Vice Chancellor and the Chancellor.
6. **Failure to provide necessary documentation, leave slip, requested certification or re-certification by a Health Care Provider, may result in unapproved leave. Unapproved leave may be subject to disciplinary action.**
7. **Classified and Professional employees who have been on sick leave for 60 days or more may be required to be examined by a health care provider of the employer's designation and at the employer's expense.**
8. Faculty members who have been on sick leave for one semester or more may be required to be examined by a health care provider of **the**

employer's designation and at the employer's expense. See section VIII, FMLA Leave.

- B. Pay Changes While on Extended Sick Leave – All Employees
1. **Classified employees** are eligible to receive a 4 % merit increase annually on their anniversary date. Merit increases are not automatic and cannot be awarded until the classified employee is rated using the Performance, Planning and Review system (PPR). (See Civil Service Chapter 10 rules regarding PPR.) Classified employees who have been on continuous extended sick leave 6 months prior to their anniversary date not be awarded the merit increase. An exception to this rule may be granted with approval from HRM, the appropriate Vice Chancellor and Chancellor. Length of service, work performance and attendance record will be considered when determining if the merit increase should be awarded.
 - a. If the merit increase is denied, the supervisor/department head will monitor the employees work performance and attendance for thirty days from the date of return. If work performance meets requirements, the merit increase will be awarded effective the date the employee returned to work.
 - b. In the case of an employee who has returned to pay status after an extended absence, the employee must be in pay status at least 30 days before the merit increase can be awarded.
 2. **Unclassified/Professional and Academic employees** hold their positions at the pleasure of the University. Merit increases and/or pay changes are not automatic and must be approved by the Chancellor and in some cases approved by the Board of Supervisors. **Unclassified/Professional and Academic employees who have been on continuous extended sick leave 6 months prior to the effective date of the increase/pay change will not be awarded the increase/pay change.** An exception to this rule may be granted with approval from HRM, the appropriate Vice Chancellor and Chancellor. Length of service, work performance and attendance record will be considered when determining if the merit increase/pay change should be awarded. With the approval of the department head, the appropriate Vice Chancellor and Chancellor the merit increase will be awarded on the first day of the month following the day the employee returns to work. In the case of an employee who has returned to pay statue after an extended

absence, the employee must be in pay status at least 30 days before the merit increase is awarded.

C. Exhaustion of Sick Leave

1. **Classified** and **professional** employees may be removed, with prior approval of HRM and written notification to the employee, when, on the effective date of removal:
 - a. The employee is unable to perform the essential function of his/her job due to illness or medical disability, and
 - b. The employee has no usable sick leave to his/her credit, the employee has exhausted his/her FMLA leave entitlement and the employee's job must be performed without further interruption, and
 - c. It is documented in HRM that an accommodation to return the employee to duty is not practical.

VII. PAYMENT OF TERMINAL LEAVE UPON RETIREMENT FROM ACTIVE DUTY. ENTRY INTO DEFERRED RETIREMENT OPTION PLAN (DROP), OR DEATH IN SERVICE

A. Annual Leave

1. An employee who is retiring from employment as a member of Louisiana State Employees' Retirement System (LASERS) will receive payment from LSUA for all terminal annual leave credits to which he/she is entitled (not to exceed 300 hours). LASERS members also have the option to receive a lump sum payment from LASERS for the actuarial value of their unused annual leave in excess of 300 hours that would otherwise be converted to service credit. Employees interested in this option should inform HRM well in advance of their projected retirement date (L.R.S. 11:424).
2. An employee retiring as a member of Teachers' Retirement System of Louisiana (TRSL) is entitled to receive payment for terminal annual leave credits not to exceed 300 hours. TRSL members who enter the DROP Program may elect to be paid upon entering the DROP Program or at final separation from employment (L.R.S. 17:425.1).
3. An employee, who is retiring from employment as a member of an Optional Retirement Plan (ORP) will receive payment for all terminal annual leave credits to which he/she is entitled (not to exceed 300 hours). ORP members will not receive credit from the ORP for unused, unpaid annual leave upon separation or retirement.

B. Sick Leave

1. **Academic or professional** employees who are members of LASERS or ORP will receive payment for all terminal sick leave credits to which he/she is entitled (not to exceed 200 hours or 25 days).
2. An employee retiring as a member of TRSL is entitled to receive payment of all or any portion of the terminal sick leave credits not to exceed 200 hours upon retirement or death. TRSL members who enter DROP may elect to be paid either upon entering DROP or at final separation from employment (L.R.S. 17:425.1).
3. An employee, **classified, academic or professional**, retiring as a member of LASERS also has the option to receive a lump sum payment from LASERS for the actuarial value of their unused, unpaid sick leave that would otherwise be converted to service credit. Employees interested in this option should inform HRM well in advance of their projected retirement date (L.R.S. 11:424)
4. **Classified** employees are not paid terminal leave by LSUA for sick leave. Sick leave may upon retirement be converted to service credit or be retained for five years and upon re-employment, be re-credited except in the case of dismissal or resignation to avoid dismissal and if re-employment occurs beyond the five year limit, the sick leave shall be canceled.

VIII. CIVIL LEAVE

- A. Leave with pay may be granted to an employee in the following circumstances, however, because there may be certain conditions to consider when approving the leave, HRM should be consulted prior to approval:
 1. When performing jury duty or an employee summoned to appear as a witness before a court, grand jury or other public body or commission, provided that for purposes of this rule, he/she is not a plaintiff or defendant, or a witness as a result of employment other than that employee's state employment may be granted civil leave.
 - a. When requesting Civil Leave for jury duty, employees are asked to submit, if available, notification from the court informing the employee of the date, location and time he/she is to report.
 - b. Upon return to work, employees are required to submit a notice from the court with the time of release from jury duty noted. This can be obtained from the Clerk of Court.
 - c. An employee who is released from jury duty with one half or more of his/her scheduled workday remaining will be expected to report to work.

2. When performing emergency civil duties in connection with national defense or other civil emergencies;
3. When an employee who is a member of the National Guard is ordered to active duty in connection with occurrences of an extraordinary or emergency nature which threaten peace and property;
4. When the Chancellor determines an employee is prevented by an act of God from performing duties;
5. When an employee is ordered to report for a pre-induction physical examination incident to possible entry into the military forces of the United States,
6. When an employee is a current member of a Civil Air Patrol and incident to such membership is ordered to perform duty with troops or field exercises or training (may not exceed 15 working days in any one calendar year).
7. When an employee certified as an American Red Cross Trained Disaster Volunteer participates in Level III designated American Red Cross relief services in Louisiana (may not exceed 15 working days in any calendar year).

B. Voting on Election Day

1. University employees whose scheduled work day is between the hours of 7:30 a.m. to 5:00 p.m. on an election day, **and who are unable to vote prior to or after** their work day, shall be allowed, upon request of the employee and approval of the department head, time off with pay for voting in accordance with the following schedule:

<u>VOTING RESIDENCE WITHIN:</u>	<u>UP TO:</u>
0-30 mile radius of the campus or within parish where employed	2 hours leave
31-60 mile radius of the campus	4 hours leave
61 or more mile radius of the campus	1 day

2. The department head in accordance with the above schedule will have the discretion of determining the amount and when time off will be granted during election day. Nothing in this policy would prevent a department head from inquiring as to the reasons why the employee cannot vote prior to or after the work day.

IX. COMPENSATORY TIME (See Compensatory Time Policy)

- A. Compensatory Time for Academic and Professional Employees - There is no provision for compensatory time or overtime payment when extra duty is required for professional or academic employees.

- B. Earning of Compensatory Time - Compensatory time may be earned by classified employees who perform work beyond their normal work schedule with the approval of or at the direction of their supervisor or other administrator. The employee will earn compensatory time off in lieu of payment for the time worked. Civil Service Rules and FLSA give LSUA the authority to require an employee to work overtime.
 - 1. Exempt, classified employees earn compensatory time at a straight time rate as set forth by FLSA (i.e., one hour worked equates to one hour of compensatory time).
 - 2. Non-exempt, classified employees earn compensatory time at a time and one-half rate provided that the employee actually works more than forty (40) hours in the work week as set forth by FLSA.
 - 3. Compensatory time must be reported in the payroll period in which it is earned.
 - 4. Compensatory time earned must be submitted on the standard form.
 - 5. An employee shall not have a balance of 240 or more hours of compensatory time.
 - 6. Minimum compensatory time earned shall not be less than one-half hour. Beyond the first half hour compensatory time may be earned in quarter hour increments.

- C. Use of Compensatory Time
 - 1. Compensatory time off may be used for any personal purpose, at any time after it is earned, contingent upon departmental or other designated approval, provided time off does not cause hardship to the employing department or conflict with University regulations.
 - 3. Minimum charge to compensatory time records shall not be less than one-half hour. Beyond the first half hour, compensatory time may be used in quarter hour increments.
 - 4. A department head may require an employee to take compensatory time off whenever, in the administrator's judgment, such action would be in the best interest of the department.
 - 5. Compensatory time must be used in lieu of annual leave until employee has exhausted compensatory time balance.

- D. Payment of Compensatory Time Upon Separation - Employees separated from the University will receive payment for all unused compensatory time up to a maximum of 240 hours.

X. HOLIDAY LEAVE

- A. University holidays are provided for annually by memorandum (PM-5) from the Office of the President and may differ from the general holiday schedule of other state agencies. Employees shall be eligible for compensation on holidays observed except:
 - 1. When the employee's regular work schedule averages less than 20 hours per week or the employee works an intermittent work schedule (does not apply to academic employees);
 - 2. When the employee is on restricted or transient appointment;
 - 3. When the employee is on leave without pay immediately preceding **and** following the holiday period;
- B. Separation on Holidays - Employees on fiscal pay basis who are leaving the University work force are eligible for holiday pay if:
 - 1. They are otherwise eligible for holiday pay; and
 - 2. They are in a pay status the last working day before the holiday(s).
- C. Overtime Compensation on Holidays - See overtime compensation policy
- D. Holidays Not Included on the Schedule - Faculty and staff unable to work on a religious holiday not included on the schedule because of religious beliefs are to provide that information to their supervisor or department head/chair well in advance. Annual leave, leave without pay or an adjusted work schedule for these approved religious holidays shall be approved unless doing so creates an usual burden on the department.

XI. LEAVE OF ABSENCE WITHOUT PAY

- A. Reason for Leave - Leave of absence without pay may be granted to employees for good cause. Such leaves must be applied for in writing and will be approved based upon the ability of the granting department to continue to provide on-going and necessary services. The term of the leave may not extend beyond the period for which support is committed to the position or contract. Employees paid from grant or non-recurring funds will usually need documentation that the cost of the leave is supportable by the funding source. Employees approved for leave without pay are expected to return to the University on the next work day after

the approved leave period expires. Failure to return to work could result in disciplinary action up to termination. Good cause for granting leave of absence without pay (Usually, but not necessarily, sick and/or annual leave are exhausted before requests for leave of absence without pay will be approved.) may be interpreted to include but not be limited by the following: extended illness; need to provide care for family members (after expiration of FMLA); education which will directly increase job effectiveness; adoption of children; or in special situations, temporary employment outside the University when it is in the interest of public service and/or will be beneficial to the University upon the employee's return.

1. Request for leave without pay for thirty (30) days or more must be approved by HRM, the appropriate Vice Chancellor and the Chancellor.
 2. Classified employees - Extended leave without pay (30 days or more) will not be approved for classified employees on a probationary appointment. Exceptions to this rule may be granted with approval from HRM, the appropriate Vice Chancellor and Chancellor.
 3. Unclassified/professional – Extended leave without pay (30 days or more) will not be approved for an unclassified/professional employee during the first year of employment. Exceptions to this rule may be granted with approval from HRM, the appropriate Vice Chancellor and Chancellor.
- B. Leave Without Pay to Pursue Employment - Leave without pay is a privilege, not a right and it is of a lesser priority than the future of the University, providing service to students, and promoting the well-being of the unit. Therefore, requests for leave without pay to take permanent jobs elsewhere will not be approved.
- C. Criteria to be used to Evaluate Leave Without Pay Requests
1. The effect upon the department if leave without pay is granted;
 2. The recommendation of the immediate supervisor;
 3. The length of University employment and prior leave history;
 4. The probable effect of the leave as it will benefit or disadvantage the University.
- D. Service Credit and Leave Accrual While on Leave Without Pay
1. Leave without pay does not count as credited service for leave accrual or retirement purposes.
 2. Service before and after leave without pay will be combined to determine leave accrual rates and total service.
 3. Sick and annual leave are not accrued while an employee is on leave without pay.

- E. Reporting of Leave Without Pay
 1. When leave without pay is taken for more than one payroll period, (2 weeks classified, 30 days unclassified) the GI-1 form (i.e., disposition of insurance) must be completed, signed by the employee and submitted to HRM to be forwarded to the LSU Payroll Office.
 2. LWOP which will extend beyond one year requires approval from the Director of Civil Service (classified employees only). HRM is responsible for submitting such requests to the Director of Civil Service.

- F. Official Requests and Maintenance of Records
 1. All requests for leave without pay and responses to such requests must be in writing, and
 2. All written records pertaining to the leave request must be forwarded to HRM with the application for leave.
 3. Requests from tenure-track faculty must address whether they desire to have the period of the leave counted toward tenure.
 4. Requests for consideration of extension of contract should also be addressed.

- G. Failure to Return to Work at the Expiration of Leave
 1. If a **classified** employee on probationary appointment fails to return to duty in pay status on or before the first working day following the expiration date of any period of leave without pay, the employee will be considered as having deserted his/her position and the appointment shall terminate as of the close of business on the expiration date. In such removals, the employee shall (after approval from HRM and the appropriate Vice Chancellor and Chancellor) be furnished a letter of termination.
 2. If an **academic**, a **professional** or **permanent classified** employee fails to report to duty in pay status on the first working day following the expiration of the approved leave of absence without pay, or at an earlier date, upon reasonable and proper notice from department head, the employee may be considered as having deserted his/her position and may be disciplined up to and including termination. Such removal of permanent employees requires prior approval from HRM and the appropriate Vice Chancellor and Chancellor.
 3. A department head may initiate or, at the request of the employee, may curtail a period of leave of absence without pay, provided such curtailment is in the best interest of the University, reasonable and proper notice thereof is furnished to the employee, and prior approval is received

from HRM and the appropriate Vice Chancellor and Chancellor (except in the case of Family and Medical Leave).

- H. Leave Without Pay in Lieu of Annual Leave - Employees may be required to take any part or all of accrued annual leave prior to being granted leave without pay.
- I. Leave of Absence for Holidays - Employees eligible for holiday pay must be in a paid work status (i.e. actually work the day before or be on paid leave) the last normal work day before a holiday or the first normal work day after the holiday in order to receive pay for the holiday. Employees on leave without pay before and after the holiday shall not receive pay for the holiday.
- J. Unapproved Leave Without Pay - Employees who absent themselves from the work place without prior supervisory approval will be considered to be on unauthorized leave without pay. Disciplinary action up to and including termination may be imposed against an employee for an unapproved absence and/or for unauthorized leave without pay.

XII. MILITARY LEAVE

- A. Eligibility Requirements
 1. Employees who are members of a reserve component of the Armed Forces of the United States or of 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 performance rating; and upon return to LSUA, the employee shall be restored to his/her 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 or compensatory time.
 2. An employee will be given military leave for military service as required by the Uniformed Service Employment and Re-employment Rights Act of 1994. The employee may use accrued annual leave, accrued compensatory time or leave without pay for the military leave period.
 3. Time spent on military leave will not be credited towards tenure.
 4. An employee applying for military leave must submit a copy of the orders with the application for leave.
 5. A copy of the return orders must be submitted when the employee returns to work

6. Upon return to work after an extended period of Military Leave, the employee shall be restored to his/her position or a comparable position.

XIII. OFFICIAL LEAVE

- A. Conditions for Official Leave - Leave with pay may be granted an employee by a department head or other appropriate administrative authority:
 1. If the Chancellor determines that because of local conditions, it would be impossible or impractical for the employee to report to work.
 2. For limited periods, if assignments to other than regular duties at regular locations (such as training or official travel) will prove beneficial to both the employee and the University.
 3. To participate in a State Civil Service examination or to take other examinations pertinent to the employee's position. A department head may set a reasonable cap on such participation for exams.
 4. Leave with partial pay may be granted to faculty to accept distinguished fellowships. Requests must be made in writing and approved through channels by the LSU System President.

XIV. FUNERAL LEAVE

- A. Employees may be granted leave with pay when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, or grandchild; provided such time off shall not exceed two days on any one occasion. Employees may request annual leave or leave without pay to attend funeral or burial rites of friends or of relatives not specified.
- B. When requesting funeral leave, the employee must note the relation of the deceased on the request for funeral leave.

XV. WORKER'S COMPENSATION PAYMENT

- A. Use of Sick and Annual Leave to Supplement Worker's Compensation
 1. When an employee is absent from work due to disabilities for which he/she is entitled to Worker's Compensation, the employee will use sick leave to supplement Worker's Compensation payments so long as the combination of the value of the leave and worker's compensation payments does not exceed the employee's regular salary.

2. An employee may be granted annual leave, when appropriate, so long as the combination of annual leave and worker's compensation payments does not exceed the employee's regular salary.
- B. Acceptance of Other Employment While Receiving Worker's Compensation - In the event an individual receiving Worker's Compensation payments and/or sick or annual leave payments should accept other employment, the Worker's Compensation payments and the sick or annual leave payments may or may not be continued, depending upon the circumstances and in accordance with the law.
- XVI. SABBATICAL LEAVE (see Section 3-1 of the By-laws and Regulations of the Board of Supervisors)
- A. Criteria for Eligibility - 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 object of which is to enable them to increase their professional efficiency and usefulness to the University. A condition for the granting of sabbatical is the potential benefit the university will receive as a result of the sabbatical. 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 will normally be approved for the purpose of seeking a higher degree only under unusual circumstances. See PM-12, Educational Privileges, Educational Leave and Sabbatical Leave.
 - B. Term and Level of Pay - Persons employed on a 12-month pay basis may be granted 12 months of leave with one-half pay or six months of leave with full pay. Persons employed on a nine-month pay basis may be granted nine months of leave with one-half pay or four and one-half months of leave with full pay. Faculty employed on academic pay basis may not be granted paid sabbatical leave during the period after the Spring semester ends and before the Fall semester begins.
 - C. Positions Supported by Non-recurring Funds - Persons in positions supported by non-recurring funds may qualify for sabbatical leave only if the guaranteed period of support for the position is sufficient to cover the period of leave and the required service subsequent to the leave (see item F below). Persons paid from grant or non-recurring funds will usually need documentation that the cost of the leave is supportable by the funding source.

- D. Review/Approval Levels - The Chancellor shall, after receiving requests from the appropriate chair/head, dean or other administrative head, and Provost, make recommendations for sabbatical leave through the President to the Board or Supervisors.
 - E. Changes in Sabbatical Leave Proposals After Administrative Approval -Any change in the purpose, dates, compensation, itinerary of an approved sabbatical leave requires approval through administrative channels by the President of the LSU System.
 - F. Requirement to Return to Duties - A member of the academic staff who is granted sabbatical leave shall be required to return to his/her University duties for at least one academic or fiscal year before accepting employment elsewhere. A faculty member who fails to fulfill his/her commitment to return to his/her University duties for at least one year following sabbatical leave will be responsible for reimbursing LSUA for any pay, insurance premiums and retirement contributions made on his/her behalf during the period of the leave.
 - G. Employment During Sabbatical Leave - Under unusual circumstances, persons may accept employment during sabbatical leave if approval is requested in writing and granted in advance by the Chancellor and the President, through administrative channels, as supportive of the purposes of the leave.
 - H. Cycle for Review - Requests for sabbatical leave are due at the department level during the Fall semester, in accordance with a schedule issued annually by the Chancellors Office.
 - I. Right to Withdraw Approval - Sabbatical leave requests will be disapproved or rescinded when financial or other considerations make such action appropriate.
- XVII. LEAVE TO OBTAIN AN ADVANCED DEGREE (See PM-12 Educational Leave)
- A. Criteria for Eligibility - Full-time academic employees at the rank of Instructor (or equivalent) or above, and full-time professional employees, who have completed three consecutive years of service 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 within five years.
 - B. Positions Supported by Non-recurring Funds - Individuals in positions supported by non-recurring funds may qualify for educational leave only if the guaranteed

period of support for the position is sufficient to cover the period of leave and the required service subsequent to the leave (see item F below).

- C. Information Required - The petition for a leave of absence to obtain an advanced degree 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.
- D. Pay Allowance - The amount of pay allowed on educational leave shall be determined in each individual case but in no event shall the pay exceed one-half of the regular salary which would accrue to the petitioner during the period of leave. For the employee on academic pay basis, the term "regular" refers to the salary of the academic year without presumption of summer-term appointment.
- E. Review/Approval Levels
 - 1. Educational leave requests require approval, through administrative channels, of the Board of Supervisors.
 - 2. Petitions for educational leave shall be granted only after the Chancellor, the Vice Chancellor and the appropriate academic dean or administrative officer have determined that the interests of the university will best be served by granting such leave.
- F. Requirement to Return to Duties - Employees granted educational leave shall be required to return to their University duties for at least two years before accepting employment elsewhere. An employee who fails to fulfill his/her commitment to return to his/her University duties for at least two years following leave to obtain advanced degree will be responsible for reimbursing LSUA for any pay, insurance premiums and retirement contributions made on his/her behalf during the period of the leave.

XVIII. EDUCATIONAL PRIVILEGES FOR OTHER ACADEMIC, PROFESSIONAL AND CLASSIFIED EMPLOYEES

- A. Criteria for Eligibility
 - 1. **Full-time classified, professional and other academic (excluding faculty) employees**, who have been employed full-time for at least one year and have the approval from their immediate supervisor and department head, may register for job-related courses for up to 6 college credit hours per regular semester and receive full tuition and fee exemption for these hours. For the entire period between the Spring and Fall semesters (i.e., intersession and summer term), a total of 3 hours

- credit can be exempt from tuition. Only three clock hours per week of the approved job-related courses may be taken during work time without charge to annual leave or an approved flex schedule on file with HRM.
2. The provisions of this policy do not apply to specialized self-supported educational programs such as the Executive MBA Program.
- B. Criteria for Evaluation - To assist immediate supervisors and department heads in determining "job relatedness," the following points are useful guidelines:
1. If the course would be beneficial to the employee in performing the functions outlined in her/his position description, it may be approved.
 2. If the course would be beneficial to the employee to advance to the next higher position to which she/he might logically aspire to within the unit, it may be approved.
 3. If the course is required for a degree program being pursued for the reasons stated in points 1 and 2 above, the course may be approved.
- C. Continuation of Tuition Exemption - Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.
- D. Eligibility Requirements for Course work Not Covered by Tuition Exemption - Full-time classified, professional and other academic (excluding faculty) employees, during their first year of full-time employment who have approval from their immediate supervisor and department head, may register, at their own expense, for a job-related course and be allowed to take the college credit course during work hours without charge to annual leave for no more than three clock hours per week.
- E. Pursuit of Doctoral Degrees - Professional or "other academic" employees may pursue a doctorate at the University provided there is no conflict of interest with the position held by the employee. The Chancellor makes the final determination regarding the existence of a conflict.
- F. Limitations for Ranks Above Instructor - Persons holding a rank above the level of Instructor (or an equivalent rank) may not become a candidate for an earned degree on the campus of employment.
- G. Limitation on Hours
1. Normally, employees will not be permitted to take courses for more than three clock hours per week during regular work hours.

2. Employees may take Course work beyond their normal work hours provided that it does not adversely impact their work.
 3. Employees must notify their supervisors if they drop a course. Time away from the workplace is granted for class attendance only.
- H. Course work Not Covered Under "Leave to Obtain Advanced Degree" - Academic employees with faculty rank who request time off to pursue formal academic course work beyond what is described under Leave to Obtain an Advanced Degree, may request leave without pay for such purposes. The request will be routed through normal administrative channels and will be approved on a case by case basis, if the approval of the request is in the best interest of the University. The Chancellor will be the final determination as to whether or not the request is in the best interest of the University.

XIX. DEFINITIONS

- A. Academic Employee
1. Faculty - full-time members of the academic staff with the rank of Instructor or above and equivalent ranks.
 2. Academic – full time faculty members, who are appointed on a fiscal year contract, Deans, Library faculty, Department Chairs.
 3. 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.
- B. Annual Leave - leave with pay granted an employee for the purpose of rehabilitation, restoration, and maintenance of work efficiency, Family and Medical Leave (FMLA) or the transaction of any personal affairs.
- C. Civil Leave - leave with pay without loss of annual leave or sick leave granted an employee to perform jury duty, to appear as a subpoenaed witness before a court, public body, or commission, to perform civil duties in connection with national defense or other civil emergencies, or to vote.
- D. Classified Employee - All employees in positions covered by the provisions of the Civil Service System of the State of Louisiana.
- E. Compensatory Leave - leave granted to eligible classified employees in lieu of cash compensation for overtime work.

- F. Emergency Leave - leave with pay granted by the Chancellor to employees who have been affected by extraordinary conditions which are defined at the time of the emergency.
- G. Family Medical Leave (FMLA) – paid or unpaid leave granted to eligible employee to enable the employee to take up to twelve work weeks for qualifying events. It provides for continuation of health care premiums when the employee has and wishes to continue health care coverage during the period of approved leave.
- H. Full-time Academic and Professional Employee - A member of the academic or professional staff on full-time status as defined on the appointment form. For the purposes of leave accrual and use, the work day is deemed to be 8 hours and the work week is deemed to be 40 hours.
- I. Full-time Classified Employee - A classified employee who works a standard work week of 40 hours.
- J. Gratis Appointment - an appointment without monetary compensation.
- K. Holiday Leave - leave with pay as specified in PM-5.
- L. Leave of Absence Without Pay - is unpaid leave granted to employees under stipulated conditions.
- M. Leave to Obtain Advanced Degree (formerly Educational Leave) - is leave granted to eligible academic and professional employees for study which will culminate in the receipt of an advanced degree.
- N. Maternity Leave - see Sick Leave and Family Medical Leave.
- O. Military Leave - leave granted to 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.
- P. Official Leave - leave with pay without loss of annual leave or sick leave granted under stipulated conditions, such as leave to conduct official business for the University.

- Q. Professional/Unclassified Employee
1. Administrative officers and professional staff, and employees in positions specifically exempt from the classified service under Article X of the Constitution of the State of Louisiana.
 2. Other positions exempt from the classified service by special action of the State of Louisiana, Department of Civil Service.
- R. Regular Employee - an employee whose appointment is for the period of more than 180 calendar days or who has been employed for more than 180 consecutive calendar days by successive uninterrupted appointment.
- S. Sabbatical Leave - leave granted to faculty for study and research, the object of which is to enable the faculty to increase their professional efficiency and usefulness to the University.
- T. Sick Leave - leave granted to an employee who is suffering with a disability as a result of accident, illness, psychological problems or childbearing which prevents the employee from performing usual duties and responsibilities or who requires medical, dental, or optical consultation or treatment.
- U. Temporary/Transient Employee - an employee who is appointed for 180 calendar days or less.

SOURCE

1. Bylaws & Regulations of the LSU Board of Supervisors, Revised 10/31/2003
2. PM-5, System-wide Holidays for Fiscal Year Employees
3. PM-12, Educational Privileges for Full Time Nonacademic & Other Academic Employees
4. PM-20, Leave Policies for Academic and Unclassified Employees
5. PM-22, Guidelines on Employment and Leave
6. State Regulations Governing Maximum Wage and Overtime Compensation
7. Fair Labor Standards Act
8. Family and Medical Leave Act of 1993
9. Chapter 11 of the Civil Service Rules
10. Uniformed Service Employment and Re-employment Rights Act of 1994.