

University of Louisiana System

**Title: LEAVE RECORD
ESTABLISHMENT AND
REGULATIONS FOR ALL
UNCLASSIFIED, NON-CIVIL
SERVICE EMPLOYEES**

Effective Date: February 25, 2021

Cancellation: July 1, 2003

Chapter: Faculty and Staff

Policy and Procedures Memorandum

I. INTRODUCTION

The rules and policies set forth below shall be applicable to all unclassified, non-civil service employees under the jurisdiction of the Board. It is the policy of the Board that unclassified employees shall enjoy benefits comparable to other classes of state employees, and these rules and policies are promulgated under that concept.

II. DEFINITIONS

- A. Faculty leave is leave 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. This special form of leave shall be taken as it is earned.
- B. 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.

V. ANNUAL LEAVE FOR UNCLASSIFIED EMPLOYEES ON THE 12-MONTH BASIS

A.

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- F. Legal holidays, state-designated holidays, days of local conditions and celebrations, and similar periods when designated, announced, and observed by the institution, shall not be charged to annual leave.
- G. Annual leave shall be applied for in advance by the employee and may be taken only when approved by the appointing authority. Requirements concerning the use of annual leave include the following:
 - 1. An appointing authority may require an employee who has

DAYS OF SICK LEAVE EARNED PER MONTH BY UNCLASSIFIED FULL-TIME EMPLOYEES					
Years of Service	Less Than 3	3, But Less Than 5	5, but Less Than 10	10, But Less Than 15	15 And Over
Days (hours) of Leave Earned Per Month	1 (8 hrs.)	1-1/4 (10 hrs.)	1-1/2 (12 hrs.)	1-3/4 (14 hrs.)	2 (16 hrs.)

- A. No unclassified employee shall be credited with sick leave for any calendar month:
 - 1. Until completion of that calendar month as an employee (except that nine-month faculty employed during the summer shall accrue sick leave prorated during the actual weeks of employment. For example, a faculty member employed for nine weeks in the summer shall be credited with 2¼ days).
 - 2. During which the employee was on leave without pay for ten or more working days.
 - 3. While serving in the military.

- B. Accrued unused sick leave earned by an employee shall be carried forward to the succeeding years without limitation.

- C. When an employee changes his/her position from one state agency to another, his/her accumulated sick leave shall be forwarded to the new agency and shall be credited to him/her.

- D. Sick leave with pay may be taken by an employee with sufficient leave to his/her credit for the following:
 - 1. Illness or injury that prevents performance of his/her work duties.
 - 2. Medical, dental, or optical consultation or treatment.
 - 3. To care for an immediate family member who is ill or injured; or to accompany an immediate family member to a medical, dental, or optical consultation or treatment.

- E. There is no minimum charge for sick leave. It is to be charged on an hourly basis.
- F. The employee may use sick leave for maternity purposes when her postnatal or prenatal condition prevents the performance of usual duties, provided the employee has sufficient sick leave credit. The limit to the use of sick leave for a postnatal condition shall be six weeks unless a physician certifies the employee's inability to return to work.
- G. Upon death or retirement of an unclassified employee, sick leave accrued to his/her credit shall be computed and the value thereof shall be paid to the employee or heirs, provided that the sick leave has been accrued under established leave regulations and a daily attendance record has been maintained for the employee by his/her supervisor, except that such payment shall not exceed the value of 25 working days computed on the basis of a five-day week and on a four-week per month basis for personnel employed on less than the 12-month employment basis and on the basis of a five-day week and 52-week year for 12-month employees. The rate of pay shall be computed using the base rate the employee is receiving at the time of termination.

VII. COMPENSATORY LEAVE FOR UNCLASSIFIED PROFESSIONAL STAFF (12-MONTH)

Unclassified employees (12-month) are hired on an annual basis and are not compensated for extra work beyond the normal 40-hour work week. Additionally, these employees do not receive compensatory leave for legal state holidays which are not observed by colleges and universities due to constraints of the academic calendar. All types of leave, other than compensatory leave, are the same for both unclassified and classified employees as outlined by Civil Service Rules.

The compensatory leave policy for unclassified professional staff of the Colleges and Universities of Louisiana System office and of the System institutions effective July 1, 1999 is as follows:

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F.

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- A. 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 sha