



**POLICY STATEMENT 19
LEAVE GUIDELINES**

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POLICY DIGEST

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38 **I. PURPOSE**

39 To define the various leaves of absence policies and procedures in order that the granting of
40 leave and the maintenance of records may be accomplished in accordance with University, Civil
41 Service regulations, Executive Orders and [Louisiana Revised Statutes](#).

42 For the purposes of this policy, “University” will indicate the collective of all LSU campuses
43 across the state. References to Louisiana State University at Eunice (LSU Eunice) will be
44 clearly indicated throughout the document.

45 **II. DEFINITIONS**

46 **Academic Employees**

47 **Faculty** – Members of the academic staff with the rank of Instructor or above and
48 equivalent ranks. For the purposes of leave accrual and use for full-time faculty, the work
49 day is deemed to be eight hours and the work week is deemed to be 40 hours.

50 **Other Academic Employees** – Members of the academic staff below the rank of
51 Instructor or equivalent and other personnel with academic responsibilities not holding
52 faculty rank (See [Article II. Section 1.A1.b. of the Regulations of the Board of](#)
53 [Supervisors](#)).

54 **Annual Leave** – Leave with pay granted to an employee for the purpose of rehabilitation,
55 restoration, and maintenance of work efficiency, Family and Medical Leave (FMLA), or
56 transaction of personal affairs.

57 **Civil Leave** – Leave with pay without loss of annual or sick leave granted an employee to
58 perform jury duty; to appear as a subpoenaed witness before a court, public body, or
59 commission; to perform civil duties in connection with national defense or other civil
60 emergencies; or to vote.

61 **Classified Employees** – All employees covered by the provisions of the Civil Service System of
62 the State of Louisiana. A full-time classified employee is a classified employee who works a
63 standard work week of 40 hours.

64 **Compensatory Leave** – Leave granted to eligible employees in lieu of cash compensation for
65 overtime work or hours worked on a holiday or other day when the University or applicable
66 component of the University is closed.

67 **Crisis Leave** – Leave granted to eligible employees who have experienced a catastrophic
68 illness or injury to themselves or an eligible family member.

69 **Educational Leave** – See [LSU Eunice Policy Statement \(PS\)-63: Educational Privileges for](#)
70 [Full-time Nonacademic and Other Academic Employees, Educational Leave, and Sabbatical](#)
71 [Leave](#) for information regarding educational leave.

72 **Emergency Leave** – Leave with pay granted to employees who have been affected by
73 extraordinary conditions, as designated by the Chancellor, at the time of emergency.

74 **FMLA Leave** – Leave covered by the [Family and Medical Leave Act](#).

75 **Full-Time Classified Employee** – A classified employee who works a standard work week of
76 40 hours.

77 **Funeral Leave** – Leave with pay granted to an employee to attend the funeral or burial rites of
78 certain approved relatives.

79 **Holiday Leave** – Leave with pay for holidays as specified in [LSU Permanent Memorandum](#)
80 [\(PM\)-5: LSU Holiday Schedules](#).

81 **Leave of Absence** – Permission to be absent from duty.

82 **Leave of Absence without Pay** – Unpaid leave granted to employees for good cause under
83 stipulated conditions.

84 **LSU Board of Supervisors Bylaws and Regulations:** The most recent version of the [Bylaws](#)
85 [and Regulations adopted by the Board of Supervisors](#) of Louisiana State University and
86 Agricultural and Mechanical College.

87 **LSU Eunice Policy Statement:** LSU Eunice Policy Statements are created for the purpose of
88 institutional governance by way of establishing standard procedures for the operation of the
89 university. Policy Statements that apply to LSU Eunice serve to implement or interpret various
90 laws, rules, regulations, policies, and/or to reflect the university's chosen method of managing
91 its affairs. Policy Statements at LSU Eunice are not binding for other LSU institutions. They are,
92 however, subordinate to LSU policies issued as [LSU Permanent Memoranda](#), the LSU Board of
93 Supervisors [Bylaws](#) and the LSU Board of Supervisors [Rules and Regulations](#), and state and
94 federal regulations and statutes. Policy Statements may also be issued to interpret and
95 implement Permanent Memoranda and Bylaws and the Rules and Regulations of the Board or
96 pursuant to the requirements of state and federal law.

97 **LSU Permanent Memorandum:** [LSU Permanent Memoranda](#) (PMs) represent policies of LSU.
98 Along with the bylaws and the rules and regulations of the LSU Board of Supervisors, they are
99 binding on all institutions of the university. PMs address policy issues that are of a system-wide
100 character and are established for the purpose of university administrative governance. PMs may
101 implement or interpret laws, rules and regulations, and reflect LSU policies.

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

104 **Parental Leave** – Effective for qualifying events occurring on or after January 1, 2024, an
105 eligible employee may receive paid parental leave of up to 240 hours without deduction from the
106 employee's annual, sick, or compensatory leave balances for the birth of a child or placement of
107 a child under the age of 18 with the employee for adoption or foster care.

108 **Personal Leave** – Leave of up to two days (16 hours) per academic year granted to
109 unclassified employees who do not receive annual leave. It is granted for personal purposes of
110 the employee. Personal leave is charged to and deducted from the employee's sick leave for
111 the current academic year or sick leave accumulated as provided by [Louisiana Revised Statute](#)
112 [\(R.S.\) 17:3311](#).

113 **Unclassified Employee** – A member of the unclassified staff on full-time status as defined by
114 the appointment; for the purposes of leave accrual and use, the work day is deemed to be eight

115 hours and the work week is deemed to be 40 hours; administrative officers and unclassified
116 staff, and employees in positions specifically exempt from classified service under Article X of
117 the Constitution of the State of Louisiana. Non-exempt hourly as defined by the Department of
118 Labor and are referred to as unclassified or 'unclassified hourly'; other positions exempt from
119 classified service by special action of the State of Louisiana, [Department of Civil Service](#); an
120 employee whose appointment is for a period of more than 180 calendar days or who has been
121 employed for more than 180 consecutive calendar days by a successive uninterrupted
122 appointment. This category excludes transient employees (employees appointed under [Civil](#)
123 [Service Rule 4.1\(d\)1](#)).

124 **Regular Employee** – an employee whose appointment is for a period of more than 180
125 calendar days or who has been employed more than 180 consecutive calendar days by
126 successive, uninterrupted appointment.

127 **Sabbatical Leave** – Leave granted to faculty for study and research, the object of which is to
128 enable the faculty to increase their professional efficiency and usefulness to the University. (see
129 [LSU Eunice PS-63: Educational Privileges for Full-time Nonacademic and Other Academic](#)
130 [Employees, Educational Leave, and Sabbatical Leave for information regarding educational](#)
131 [leave](#).)

132 **Sick Leave** – Leave with pay granted an employee who is suffering with an illness or injury
133 which prevents the employee from performing their usual duties and responsibilities or who
134 requires medical, dental, or optical consultation or treatment, or who requires the need to care
135 for an immediate family member with similar circumstances.

136 **Special Leave** – Leave with pay without loss of annual leave or sick leave granted by the
137 Chancellor for extenuating circumstances.

138 **Temporary Employee** – An employee appointed for 180 calendar days or less.

139 **Transient Employee** – An employee appointed under [Civil Service Rule 4.1 \(d\)1](#). Transient
140 employees are not eligible to earn leave.

141 **III. GENERAL POLICY**

142 Employees shall not absent themselves from their duties without proper authorization. It is the
143 responsibility of the department head, supervisor or their designee to receive and review
144 requests for all leave requests and leaves of absence and approve or disapprove such requests
145 in accordance with University policy. If paid leave is neither available nor appropriate, leave
146 without pay shall be charged. If an employee fails to submit a time off request or leave of
147 absence request, leave must be administratively deducted from their record. The department
148 head, supervisor or their designee shall ensure that the department timekeeper maintains
149 accurate leave records on all departmental employees. No employee shall approve or solely
150 maintain records for their own leave.

151 Because of the nature of their appointments, it may be difficult to determine when faculty should
152 be charged leave. As a minimum, faculty who miss an assigned class or scheduled meeting
153 must be charged leave appropriate to the circumstances regardless of whether arrangements
154 are made for someone else to meet the class. Please see [Section V.G.3: Sick Leave for](#)
155 [Faculty](#) for additional information.

156 **IV. ANNUAL LEAVE**

157 A. Annual Leave Accrual Conditions

- 158 1. Annual accrual for academic and unclassified employees on a fiscal pay basis
159 begins with the paid appointment or continuation at greater than 50% effort that
160 extends employment beyond 180 days. (Note: Full-time faculty appointed on an
161 academic year basis, Part-time faculty on an academic year basis, transient,
162 contingent, W.A.E. employees and students do not accrue annual leave.)
- 163 2. Classified employees begin accruing leave from their first day of appointment on a
164 regular tour of duty for every hour in a paid status. (Note: Classified employees do
165 not accrue leave while serving on a Classified W.A.E. appointment).
- 166 3. For accrual purposes, years of service is based on full-time equivalent state service
167 in pay status.

168 For **academic** or **unclassified** appointments beginning on or after January 1, 1999,
169 the following types of state service shall count toward service for annual leave
170 accrual purposes.

- 171 a. All service as a classified employee as defined by State Civil Service
- 172 b. Service as an academic or unclassified employee at a Louisiana public entity or
173 public institution of higher education as defined by revised statutes that define
174 the start of service.
- 175 c. Service as an unclassified employee under Civil Service Rules [4.1\(d\)2](#) and
176 [11.19\(d\)](#).
- 177 d. The President may authorize the counting of other unclassified state service
178 when it was earned on an appointment that was of a recurring and essentially
179 full-time nature (e.g., unclassified undersecretary at a major state agency).

180 For **academic** or **unclassified** appointments beginning on or after November 8,
181 2004, full-time equivalent service in pay status in a parish school system will also
182 count toward service for leave accrual purposes.

183 4. Accrual - full month's service:

- 184 a. For eligible **unclassified** and **academic** personnel, if an appointment is effective
185 on the first working day of the month, annual leave accrual shall be based on a
186 full month's service in a paid status.
- 187 b. Eligible **classified** employees will accrue leave from the effective date of
188 appointment in a paid status.

189 5. Accrual - partial month's service:

- 190 a. **Unclassified** or **academic** employees who are appointed, terminated, or begin
191 or return from leave without pay on a date such that the employee is in a paid

- 192 status or whose percent effort is increased on a date such that the employee is in
193 paid status at more than 50% effort:
- 194 i. at least one-half the working days in the calendar month, but less than the
195 entire month, will accrue a half-month's leave credit,
- 196 ii. fewer than one-half the working days in the calendar month, will accrue no
197 leave credit for that month.
- 198 b. **Classified** employees will accrue leave based on the exact number of hours in a
199 paid status.
- 200 6. Changes with full-time State Service (Adjusted Service Date for Leave Accrual):
- 201 a. As an employee's years of service increase, the leave accrual rate will increase
202 according to [Annual Leave Accrual Schedule I](#) and [Annual Leave Accrual](#)
203 [Schedule II](#) of this section.
- 204 b. An **unclassified** or **academic** employee whose anniversary date of appointment
205 falls on:
- 206 i. The 1st through the 15th of a month will accrue leave at the higher rate for
207 the entire month,
- 208 ii. The 16th through the end of a month will accrue leave at the present rate for
209 that month and will begin to accrue at the higher rate the following month.
- 210 c. For **classified** employees, their leave accrual rate increase is effective on the
211 anniversary date.
- 212 7. No employee shall be credited with annual leave under the following circumstances:
- 213 a. For any overtime hour;
- 214 b. For any hour of leave without pay except if they are on unpaid military leave;
- 215 c. For any hour in on-call status outside regular duty hours;
- 216 d. For any hour of travel or other activity outside regular duty hours;
- 217 e. For any hour of a holiday or other non-work day which occurs while on leave
218 without pay.
- 219 f. For any period of sabbatical leave or educational leave. However, time spent on
220 sabbatical or educational leave does count as service toward leave accrual rate
221 change.
- 222 g. For any hour on crisis leave (see [section XVIII: Crisis Leave Program](#)).
- 223 8. Submitting annual leave requests:
- 224 a. Annual Leave requests must be submitted through LSU Eunice's system of

225 record by the employee, manager, or a timekeeper as designated by the
226 department. Leave requests entered by the manager or timekeeper must be
227 supported by other documentation of the request by the employee and approval
228 by a supervisor. These records must be maintained in accordance with university
229 records retention requirements.

230 b. The minimum charge to annual leave is one-half hour. Beyond the first one- half
231 hour, annual leave may be taken in quarter-hour increments. In the case of
232 Family and Medical Leave, the minimum charge and subsequent increments may
233 be as low as one-tenth of an hour.

234 c. For purposes of the [FMLA](#), the leave or time off request to be taken must be
235 designated as "[FMLA](#)."

236 9. Advance of leave:

237 No advance of annual leave may be granted. Employees who have exhausted their
238 annual leave may request, in writing, that they be placed on leave without pay.

239 B. Accrual Schedules: Annual leave is allotted on two schedules. Each new eligible
240 **academic** and **unclassified** employee shall make a choice between Annual Leave
241 Accrual Schedule I and Annual Leave Accrual Schedule II. The choice must be made
242 within 30 days of appointment and that election choice is irrevocable for the length of
243 that appointment.

244 Employees who are appointed for less than full-time but who are eligible to earn leave
245 shall accrue leave in proportion to their percentage of full-time effort.

246 1. **ANNUAL LEAVE ACCRUAL SCHEDULE I** - Applies to:

247 a. Annual leave for regular academic and unclassified employees appointed on
248 fiscal year basis who elected leave under the Civil Service annual leave
249 regulations, with no limitation on total accumulation.

250 b. Annual leave for classified employees.

Years of Service	Classified	Professional and Academic
Less than 3 years	.0461 per hour	8 hours per month
3 years but less than 5	.0576 per hour	10 hours per month
5 years but less than 10	.0692 per hour	12 hours per month
10 years but less than 15	.0807 per hour	14 hours per month
15 years or greater	.0923 per hour	16 hours per month

251

252 2. **ANNUAL LEAVE ACCRUAL SCHEDULE II** - Applies to:

253 Annual leave for academic and unclassified employees on fiscal year basis that
254 have elected the LSU Eunice Leave Schedule.

Years of Service	Unclassified and Academic
Less than 10	14 hours per month with total accumulation limited to 176 hours. Once 176 hours are accumulated, no additional annual leave time is earned until annual leave time is used.
10 years but less than 15	14 hours per month with no limit on total accumulation.
15 years or more	16 hours per month with no limit on total accumulation.

255

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

258 C. Restoration of Leave Credits upon Reemployment - All Employees

259 1. Return to duty after military service: all annual leave accrued by an employee for
260 which payment was not made at time of separation from the university to enter
261 military service will be credited upon the employee's return to work immediately
262 following such military service.

263 2. Reemployment after resignation or layoff: all annual leave accrued by an employee
264 for which payment was not made upon resignation or upon layoff will be credited to
265 the employee if reemployed in a leave-accruing status by the university within a
266 period of five years from date of separation, provided that separation was not made
267 for cause (disciplinary action).

268 3. Reemployment after termination: Any remaining leave accrued by an employee
269 whose separation was by termination for cause or whose separation was by
270 resignation to avoid termination for cause will not be credited upon any future state of
271 employment if applicable.

272 4. Reemployment after retirement: unused unpaid annual leave is not re-credited to
273 individuals reemployed after retirement from LSU Eunice unless an employee was in
274 an Optional Retirement Plan in which their leave balances are not used for service
275 credit or they have returned to LSU Eunice within 5 years of retirement.

276 D. Status of Leave upon Change in Pay Basis - All Employees

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

283 E. Status of Annual Leave upon Change in Percent Effort - Academic and Unclassified
284 Employees

285 Employees on a fiscal pay basis who were first employed or were reemployed by LSU
286 Eunice after a break in service January 1, 1999, or later, and whose percent of effort
287 drops to 50% or below cease to accrue and are not eligible to use annual leave for the
288 duration of the period they are appointed equal to or less than 50% effort. When/if the

289 employee returns to greater than 50% effort, they will begin to accrue and are eligible to
290 use leave again.

291 F. Transferring Annual Leave

- 292 1. Within the University (any LSU institution) or from another state agency or parish
293 school system to LSU Eunice:

294 When a classified employee transfers to a classified job within the University or from
295 another state agency to a classified job in the University, within a period of 30
296 calendar days, accrued annual leave credits of the employee shall be certified and
297 credited to the employee's leave balance.

298 In the case of academic or unclassified employees on a fiscal pay basis transferring
299 within the University to an annual leave-accruing status, accrued annual leave
300 credits of the employee shall be certified and credited to the employee's leave
301 balance within 30 calendar days. When an academic or unclassified employee
302 transfers to a non-annual leave-accruing status within the University and without a
303 break in service, accrued annual leave credits of the employee shall be certified and
304 credited to the employee's leave balance but may not be used unless the employee
305 changes to an annual leave-accruing status.

306 In the case of academic or unclassified employees transferring from another state
307 agency or a parish school system to LSU Eunice, annual leave cannot be accepted
308 unless the appointment at LSU Eunice is in an annual leave-accruing status. When
309 the appointment is in an annual leave-accruing status, the leave accepted cannot
310 exceed the leave that they could have accrued had they performed the service in an
311 annual leave-accruing status under the LSU Eunice accrual regulations and there
312 can be no break in service. Employees transferring to unclassified or academic
313 positions at LSU Eunice are allowed to elect [Annual Leave Accrual Schedule I](#) or
314 [Annual Leave Accrual Schedule II](#).

315 Note: Employees with less than ten years full-time equivalent state service who elect
316 [Annual Leave Accrual Schedule II](#) and who have in excess of 176 hours of annual
317 leave, will NOT earn additional leave until such time as their balance is reduced
318 below 176 hours, unless [Annual Leave Accrual Schedule I](#) has been selected.

- 319 2. From LSU Eunice to state agencies outside the University:

320 Annual leave earned by academic and unclassified employees at LSU Eunice may
321 not be accepted if the transfer is to a classified position. Whether such leave will be
322 accepted when the transfer is to an unclassified position outside the University is
323 dependent upon the rules and policies set forth by the management board of the
324 new agency.

325 G. Use of Annual Leave - All Employees

- 326 1. Annual leave may be used for any personal purpose (including care of a family
327 member) any time after it is earned **contingent upon departmental or other**
328 **designated approval**. The granting of annual leave is not automatic and may be
329 denied or restricted based on business necessity. The term of the leave may not

330 extend beyond the period for which support is committed to the position or contract.

331 2. Under no circumstances may an employee be advanced leave. When employees
332 exhaust their annual leave they may, with supervisory approval and by making
333 written request, request to be placed on leave without pay (see [Section X: Leave of](#)
334 [Absence Without Pay](#)). The granting of leave without pay is not automatic; however,
335 employees who fail or refuse to request leave without pay shall administratively be
336 placed on unauthorized leave without pay and may be subject to disciplinary action,
337 including termination.

338 3. The minimum charge to leave records shall not be less than one-half hour. Beyond
339 the first one-half hour, annual leave may be taken in quarter-hour increments. In the
340 case of Family and Medical Leave the minimum charge to annual leave and
341 subsequent increments may be as little as one-tenth (.1) of an hour, or six minutes.

342 4. The use of annual leave immediately preceding resignation, termination or retirement
343 of **unclassified, academic or classified** personnel will be limited to the amount of
344 annual leave the employee earns during a calendar year. Where justifiable,
345 exceptions may be made by the Chancellor.

346 5. Annual leave shall not be charged for non-work days.

347 6. Academic and unclassified employees on a fiscal year appointment must take leave
348 to earn additional compensation if the work is performed during normal work hours
349 unless there is an approved alternate work schedule (See [LSU PM-3: Additional](#)
350 [Compensation and Compensation: Faculty and Full-Time, Non-Classified Employees](#)
351 and [LSU Eunice PS-22: Compensation Limitations, Academic and Non-classified](#)
352 [Staff](#) for more information).

353 H. Enforcement of Annual Leave - Applies to Unclassified and Classified Employees

354 1. Upon approval by the Office of Human Resource Management, a department head
355 may require an employee to take annual leave whenever, in the administrator's
356 judgement, such action would be in the best interest of the department.

357 However, no classified employee shall be required to reduce accrued annual leave to
358 less than 240 hours except:

359 a. prior to being granted leave without pay, but subject to the right granted classified
360 employees by the military leave provisions of Civil Service rules;

361 b. where it is determined that the need to be absent from work is because of a
362 condition covered by the Family and Medical Leave Act ([FMLA](#)).

363 I. Request and Certification Required When Using Leave

364 1. Periods of one week or more: granting of leave by the supervisor will be based upon
365 the department's work load, and scheduled vacations of other employees. Written
366 application for leave should be made at least one week in advance, except in the
367 case of Family and Medical Leave when medical necessity makes it impractical to
368 make the request in advance.

- 369 2. Periods of less than one work week: Approval shall be based upon the department's
370 work load and the employee's work, attendance record and applicable Family and
371 Medical Leave regulations.
- 372 3. Application for leave must be made by employee through LSU Eunice's system of
373 record and routed to the appropriate supervisor for approval at least one day prior
374 to the requested date. When justifiable emergency situations occur (including Family
375 and Medical Leave), the supervisor may waive the one day prior notice. The
376 supervisor may request reasons for leave should the circumstances warrant.
- 377 4. Any employee not reporting to work when a request for leave has been denied will
378 be considered on unauthorized leave without pay and will be subject to disciplinary
379 action.
- 380 5. Leave sanctions to restrict the use of annual leave may be implemented when
381 circumstances justify such an action with the approval of the Office of Human
382 Resource Management. [FMLA](#) leave may not be used as a basis to implement leave
383 sanctions.
- 384 6. Annual leave requests exceeding two weeks must include the reason for the request
385 in order to determine [FMLA](#) status.
- 386 7. Physician certification is required when requesting leave for care of a family member
387 consistent with [FMLA](#).
- 388 J. Cancellation or Continuance of Annual Leave Credits Upon Separation
- 389 1. Except that for which the employee must be paid (up to 300 hours), all annual leave
390 accrued by an employee whose services are terminated for cause shall be canceled.
- 391 2. All annual leave accrued by an employee for which they are not paid upon being laid
392 off shall again be credited if the individual is reemployed within five years following
393 the separation (except in the case of dismissal or resignation to avoid dismissal).
- 394 3. All annual leave accrued by an employee for which they are not paid upon
395 resignation shall again be credited if the individual is reemployed within a period of
396 five years from date of separation; provided, that the privileges of this rule shall not
397 extend to any employee whose last separation from the Classified Service was by
398 dismissal or resignation to avoid dismissal.
- 399 4. All annual leave accrued by an employee for which they were not paid at time of
400 separation to enter military service shall be credited upon reemployment following
401 such military service, regardless of the length of separation from the university (see
402 [Section XI on Military Leave](#) for more information).
- 403 K. Payment of Leave upon Separation
- 404 1. Terminal payment for leave may not exceed an amount representing 300 hours of
405 unused annual leave at time of separation of employees for any reason.
- 406 2. Terminal payment for annual leave will disregard any fraction of an hour.

- 407 3. Classified and Unclassified employees dismissed for theft of agency funds or
408 property shall not receive terminal payment for annual leave.
- 409 4. An employee who is retiring from employment as a member of Louisiana State
410 Employees' Retirement System (LASERS) will receive payment for all terminal
411 annual leave credits to which they are entitled (not to exceed 300 hours). LASERS
412 members also have the option to receive a lump sum payment from LASERS for the
413 actuarial value of their unused annual leave in excess of 300 hours that would
414 otherwise be converted to service credit. Employees interested in this option should
415 inform the Benefits Section of HRM well in advance of their projected retirement date
416 (see [Louisiana R.S. 11:424](#)).
- 417 An employee retiring as a member of Teachers' Retirement System of Louisiana
418 (TRSL) is entitled to receive payment for terminal annual leave credits not to exceed
419 300 hours. TRSL members who enter the DROP Program may elect to be paid upon
420 entering the DROP Program or at final separation from employment. (see [Louisiana
421 R.S. 17:425.1](#)).
- 422 An employee who is retiring from employment as a member of an Optional
423 Retirement Plan (ORP) will receive payment for all terminal annual leave credits to
424 which they are entitled (not to exceed 300 hours). ORP members will not receive
425 credit for unused, unpaid annual leave upon separation or retirement.
- 426 5. Employees who are members of TRSL or LASERS, upon retirement from active
427 duty, shall receive service credit for computation of retirement stipend for unpaid
428 accumulated annual leave according to the provisions of each retirement system.
429 Unpaid leave is not added for determination of retirement eligibility. Employees who
430 are members of an ORP do not receive credit for unpaid annual leave upon
431 retirement.
- 432 In accordance with the provisions of each retirement system, employees who are
433 members of TRSL or LASERS and who enter DROP will not receive service credit
434 for computation of their retirement stipend for unpaid accumulated annual leave upon
435 entering DROP.
- 436 6. All personnel actions to effect termination, retirements or transfers must show the
437 amount of unpaid annual leave.

438 **V. SICK LEAVE**

- 439 A. Sick leave is leave with pay granted to an employee who has sufficient leave to their
440 credit for necessary absences from duty because of:
- 441 1. The employee's own illness or injury, which prevents the employee from performing
442 their usual duties;
- 443 2. The employee's own medical, dental or optical consultation or treatment for the
444 duration of time required for such appointments when it is not possible to arrange
445 such appointments for non-duty hours;
- 446 3. The employee's assertion, supported by medical certification, of their own need to be

447 isolated from the workplace to avoid a health risk during a health pandemic declared
448 by the Governor because of their diagnosed high-risk immunological disorder as it
449 relates to a [FMLA](#) or ADA request;

450 4. An employee who has sufficient leave to their credit may request sick leave in lieu of
451 annual leave for:

452 a. A necessary absence from duty because of illness or injury of an immediate
453 family member as defined below;

454 b. A necessary absence from duty to attend a medical, dental, or optical
455 consultation or treatment when it is not possible to arrange such appointments
456 for non-duty hours.

457 c. A necessary absence from duty to care for a son or daughter as defined by
458 [FMLA](#) when there is a health pandemic declared by the Governor, and there is
459 no other suitable person available to care for the son or daughter because their
460 school or place of care has been closed or the childcare provider is unavailable
461 due to a reason directly related to the health pandemic.

462 An immediate family member is defined as a spouse, parent, or child of an employee. It
463 is the policy of LSU Eunice to grant sick leave so that employees will not suffer the loss
464 of pay when unable to work because of such circumstances. Abuse of this benefit is
465 cause for disciplinary action.

466 For the purpose of leave reporting, state law ([Louisiana R.S. 17:3311.A.1](#)) requires the
467 university to establish a forty-hour work week for faculty. The purpose of establishing the
468 forty-hour week is merely to provide a system of accounting for and the taking of leave.
469 Each faculty member's work week, for the purpose of recording sick leave, is determined
470 by their class schedule and other on-campus responsibilities (e.g., student advising and
471 committee work) or an approved work schedule adopted in accordance with
472 departmental and university policy (see LSU's [FASOP HR-03](#) for details on flexwork
473 arrangements). These schedules may vary from semester to semester depending on
474 class schedules and other on-campus responsibilities. At a minimum, faculty who miss
475 an assigned class or scheduled meeting must be charged leave appropriate to the
476 circumstances regardless of whether arrangements are made for someone else to meet
477 the class. If paid leave is neither available nor appropriate, leave without pay shall be
478 charged. If a faculty member does not submit a leave request in such circumstances, the
479 leave must be administratively deducted from their accrued balance. Please refer to
480 [Leave Guidelines for Faculty](#) for additional information.

481 Each faculty member, except those employees who receive annual leave, shall be
482 entitled to and shall be allowed to use up to two days personal leave during each
483 academic year, to be used for such purposes as may be determined by the individual
484 employee without loss of pay. Personal leave shall be charged to and deducted from the
485 employee's accrued sick leave. Personal leave shall not be accumulated from year to
486 year, nor shall personal leave be compensated for upon separation, death or retirement.

487 B. Sick Leave Accrual Conditions

488 1. Academic and unclassified employees begin to accrue sick leave with the paid

- 489 appointment or continuation at greater than 50% effort that extends employment
490 beyond 180 days. (Note: Transient, Contingent, W.A.E. employees, and students do
491 not accrue sick leave.)
- 492 2. Classified employees begin accruing leave from their first day of appointment on a
493 regular tour of duty (Note: Classified employees do not accrue leave while serving on
494 a restricted Classified W.A.E, or Contingent appointments).
- 495 3. For leave accrual purposes, years of service is based on full-time equivalent state
496 service in pay status. For **academic** and **unclassified** employees appointed
497 November 8, 2004, or later, full-time equivalent service in a parish school system in
498 paid status will also count toward service for leave accrual purposes. Employees
499 appointed for less than full-time shall accrue leave in proportion to their percentage
500 of full-time equivalent service.
- 501 4. Accrual - full month's service:
- 502 a. **Unclassified** and **academic** personnel: if an appointment is effective on the first
503 working day of the month, leave accrual shall be based on a full month's service.
- 504 b. **Classified** employees will accrue leave from the effective date of appointment.
- 505 5. Accrual - partial month's service:
- 506 a. **Unclassified** or **academic** employees who are appointed, or begin or return
507 from leave without pay on a date such that the employee is in a paid status:
- 508 i. at least one-half the working days in the calendar month, but less than the
509 whole month, will accrue a half-month's leave credit,
- 510 ii. fewer than one-half the working days in the calendar month, will accrue no
511 leave credit for that month.
- 512 b. **Classified** employees will accrue leave credit based on the exact date of
513 appointment, separation or return from leave without pay.
- 514 6. Changes with full-time state service:
- 515 a. As an employee's years of service increase, the leave accrual rate will increase
516 according to the [Sick Leave Accrual Schedule](#) in this section.
- 517 b. **Unclassified** or **academic** employees whose anniversary date of appointment
518 falls on:
- 519 i. the 1st through the 15th of a month will accrue leave at the higher rate for the
520 entire month,
- 521 ii. the 16th through the end of a month will accrue leave at the present rate for
522 that month and will begin to accrue at the higher rate the following month.
- 523 c. For **classified** employees, leave accrual rate increase is effective on their Time
524 Off Service Date.

- 525 7. No employee shall be credited with sick leave under the following circumstances:
- 526 a. For any overtime hour;
- 527 b. For any hour of leave without pay except if an employee is on unpaid military
528 leave;
- 529 c. For any hour in on-call status outside regular duty hours;
- 530 d. For any hour of travel or other activity outside regular duty hours;
- 531 e. For any hour of a holiday or other non-work day which occurs while an employee
532 is on leave without pay.
- 533 f. For any period of sabbatical leave or educational leave. However, time spent on
534 sabbatical or educational leave does count as service toward leave accrual rate
535 change.
- 536 g. For any hour on crisis leave.
- 537 8. Academic year appointments:
- 538 a. For purposes of computing leave accrual rate change under the "[Sick Leave](#)
539 [Accrual Schedule](#)," one semester equals one-half year.
- 540 b. For each semester worked, an employee on an academic pay basis is credited
541 leave for a period of 4 1/2 months. For example, an employee with less than
542 three years of service earns eight hours per month for 4 1/2 months for each
543 semester worked.
- 544 c. An employee accrues sick leave when appointed for the summer school
545 session(s) or for summer research in proportion to the full-time equivalent of the
546 summer appointment.
- 547 d. A new employee begins to accrue leave if appointed concurrently for the summer
548 school session or summer research and the succeeding academic year. A new
549 employee appointed for the summer session only or one semester only does not
550 accrue sick leave.
- 551 9. Recording of leave:
- 552 a. Leave requests must be submitted in LSU Eunice's system of record by the
553 employee or designated timekeeper for the department. Leave requests entered
554 by the manager or timekeeper must be supported by other documentation of the
555 request by the employee and approval by a supervisor. These records must be
556 maintained in accordance with university records retention requirements.
- 557 b. The minimum charge to sick leave is one-half hour. Beyond the first one-half
558 hour, sick leave may be taken in quarter-hour increments. In the case of Family
559 and Medical Leave, the minimum charge to sick leave may be as low as one-
560 tenth (.1) of an hour, or six minutes.

561 c. For purposes of the Family and Medical Leave Act, the leave to be taken must be
562 designated as "[FMLA](#)."

563 10. Advance of leave:

564 No advance of sick leave can be granted. Employees who have exhausted sick
565 leave but who have annual leave may be allowed, with supervisory approval, to
566 make use of their annual leave to continue their leave status or they may request
567 leave without pay.

568 C. Sick Leave Accrual Schedule - All Employees

Years of Service	Classified	Professional and Academic
Less than 3 years	.0461 per hour	8 hours per month
3 years but less than 5	.0576 per hour	10 hours per month
5 years but less than 10	.0692 per hour	12 hours per month
10 years but less than 15	.0807 per hour	14 hours per month
15 years or more	.0923 per hour	16 hours per month

569

570 D. Restoration of Leave Credits upon Reemployment - All Employees

571 1. Reemployment after military service: all sick leave credited to an employee at time of
572 separation from the University (any institution) to enter military service will be
573 credited upon reemployment at the University immediately following such military
574 service.

575 2. Reemployment after resignation or layoff: all sick leave credited to an employee at
576 time of separation by resignation or layoff will be credited to the employee if
577 reemployed within the University within a period of five years from date of separation,
578 provided that the resignation was not to avoid dismissal.

579 3. Reemployment after termination for cause: all sick leave accrued by any employee
580 whose separation was by dismissal or resignation to avoid dismissal will be
581 canceled.

582 4. Reemployment after retirement: unused unpaid sick leave is not re-credited to
583 individuals re-employed after retirement from LSU Eunice or any other state agency.

584 E. Status of Sick Leave upon Change in Percent Effort - Academic and Unclassified
585 Employees

586 Employees who were first employed or were reemployed after a break in service by LSU
587 Eunice January 1, 1999, or later and whose percent of effort drops to 50% or below
588 cease to accrue and are not eligible to use sick leave for the duration of the period they
589 are appointed for equal to or less than 50% effort. When/if the employee returns to
590 greater than 50% effort, they will begin to accrue and is eligible to use leave again.

591 F. Transferring Sick Leave:

592 1. Within the University (any institution) or from another state agency or parish school
593 system to LSU Eunice:

594 When a classified employee transfers to a classified job within the University or from
595 another state agency to a classified job in the University, within a period of 30
596 calendar days, accrued sick leave credits of the employee shall be certified and
597 credited to the employee's leave balances.

598 In the case of academic or unclassified employees transferring within the University
599 to sick leave-accruing status, accrued sick leave credits of the employee shall be
600 certified and credited to the employee's leave balance. When an academic or
601 unclassified employee transfers to a non-sick leave-accruing status within the
602 University, accrued sick leave credits of the employee shall be certified and credited
603 to the employee's leave balance but may not be used unless the employee changes
604 to sick leave-accruing status.

605 In the case of academic or unclassified employees transferring from another state
606 agency or a parish school system to LSU Eunice, sick leave cannot be accepted
607 unless the appointment at LSU is in a sick leave-accruing status. When the
608 appointment is in a sick leave-accruing status, the credit given cannot exceed the
609 leave that the employee could have accrued had service been performed under the
610 LSU Eunice accrual regulations and there can be no break in service.

611 2. From LSU Eunice to state agencies outside the University:

612 Sick leave earned by academic and unclassified employees at LSU Eunice will not
613 be accepted if the transfer is to a classified position. Whether such leave will be
614 accepted when the transfer is to an unclassified position outside the University is
615 dependent upon the rules and policies set forth by the management board of the
616 new agency.

617 G. Use of Sick Leave

618 1. Sick leave may be used any time after it is earned with supervisory approval except
619 that faculty employed on an academic pay basis may not use sick leave during the
620 summer except for days for which they are appointed and only after they have
621 worked at least one day of their summer appointment. The term of the leave may not
622 extend beyond the period for which support is committed to the position or contract.

623 2. Minimum charge to leave records shall not be less than one-half hour. Beyond the
624 first one-half hour, sick leave may be taken in quarter-hour increments. In the case of
625 Family and Medical Leave, the minimum charge to sick leave and subsequent
626 increments may be as brief as one-tenth (.1) of an hour, or six minutes.

627 3. **For Faculty Only:**

628 a. Absence due to medical or dental appointments that do not conflict with
629 scheduled meetings or classes do not need to be reported.

630 b. Absence due to medical or dental appointments, illness or injury that conflicts
631 with scheduled meetings or classes but does not prevent the faculty member

632 from performing other duties must be reported only for scheduled meetings or
633 classes missed.

634 c. If the illness or injury prevents the faculty member from performing any of their
635 responsibilities (including teaching, research and service), sick leave should be
636 recorded in increments of 8 hours per day not worked and prorated for partial
637 days not worked.

638 4. There is no maximum accrual. Unused sick leave may be used to extend years of
639 service for purposes of retirement credit for employees who are members of
640 LASERS or TRSL (does not apply to employees who are members of an ORP).
641 Unused sick leave cannot be used to attain eligibility for retirement.

642 5. An employee on annual leave may not retroactively have hours originally approved
643 as annual leave charged to sick leave unless the charge to annual leave was through
644 administrative error, except in the following case: if, during an approved period of
645 annual leave, an event occurs that qualifies for sick leave and the employee
646 immediately reports this occurrence to the appropriate individual(s), an adjustment
647 may be made to the leave request after the notice was given.

648 6. Sick leave may not be charged for non-work days.

649 H. Reporting Sick Leave

650 1. To qualify for paid sick leave, employees must follow the sick leave procedures set
651 by their department, except that departmental procedures cannot conflict with Civil
652 Service Rules or university policies.

653 2. In order to qualify for paid sick leave, an employee must follow the call-in procedures
654 established by their department.

655 3. Should the employee fail to call in or notify the supervisor, all hours absent will be
656 charged as unauthorized leave without pay, unless it is shown that it was medically
657 impossible or impractical to follow the established procedure.

658 4. Unjustified absence may be cause for leave sanctions and/or disciplinary action.

659 5. All leave information should be submitted immediately upon return to work. Failure to
660 submit information on a timely basis may result in the time away from work being
661 considered leave without pay.

662 I. Request and/or Certification Required When Using Sick Leave

663 An employee who is absent from work because of illness or disability or other
664 circumstances for which sick leave is appropriate shall immediately report the absence
665 to a designated department official, and upon return to duty, submit leave in LSU
666 Eunice's system of record or file written certification for the amount of sick leave taken.
667 Except in the case of Family and Medical Leave, the following shall apply:

668 1. **Classified employees** absent from work for two consecutive work days or less due
669 to personal illness or injury or other circumstances for which sick leave is

- 670 appropriate, will not normally be required to provide certification;
- 671 a. However, if the employee is absent for more than two consecutive work days, but
672 not more than five consecutive work days, the supervisor may require
673 certification (e.g. a doctor's note) from a registered physician or other acceptable
674 proof of illness;
- 675 2. if the employee is absent for more than five consecutive work days, the employee
676 will be required to submit written certification (e.g. Family Medical Leave Act and a
677 return to work certification) from a registered physician or other acceptable proof of
678 disability. The employee must be advised, in advance, that written certification is
679 required or in sufficient time to allow the employee to produce the certification. The
680 need for written proof of short term illness, including those of two days or less, will be
681 determined by the employee's attendance record and other matters of which the
682 supervisor may have knowledge.
- 683 The abuse of sick leave privileges may result in sick leave sanctions and/or
684 disciplinary action regardless of the length of absence. Such sanctions require
685 employees to present a medical certification for any period of absence. Sick leave
686 sanctions may not be imposed for leave covered by the Family and Medical Leave
687 Act. All sick leave sanctions require HRM approval.
- 688 3. **Unclassified** and **academic** employees are required to provide a doctor's certificate
689 for periods of absence exceeding five consecutive working days. As justified,
690 certificates may be required for shorter time periods.
- 691 4. **Family and Medical Leave** (all employees)
- 692 a. Employees are required to provide thirty (30) days' notice for Family and Medical
693 Leave unless it is medically impossible or impractical to provide such notice.
- 694 b. Employees are required to provide physician certification form [FMLA-01](#) for all
695 such leave to be taken. Such certification must be provided within fifteen (15)
696 calendar days of notice to use the leave.
- 697 c. Physician certification is required when requesting sick leave for care of a family
698 member consistent with the Family and Medical Leave Act.
- 699 J. Exhaustion of Sick Leave
- 700 Classified employees may be removed, with prior approval of the Office of Human
701 Resource Management and written notification to the employee, when, on the effective
702 date of removal:
- 703 1. the employee is unable to perform the essential function of their job due to illness or
704 medical disability, and
- 705 2. the employee has no usable sick leave to their credit, the employee has exhausted
706 their [FMLA](#) leave entitlement and the employee's job must be performed without
707 further interruption, and

708 3. it is documented in HRM that an accommodation to return the employee to duty is
709 not practical, and

710 4. the employee does not meet retirement system eligibility requirements to apply for
711 disability or regular retirement.

712 K. Payment of Sick Leave upon Retirement from Active Duty or Death in Service

713 1. **Academic** or **unclassified** employees will receive payment for all terminal sick leave
714 credits to which they are entitled (not to exceed 200 hours or 25 days) based on
715 annual earnings.

716 2. **Classified** employees are not eligible for payment of terminal sick leave credits by
717 the university at retirement. Please refer to [Louisiana R.S. 11:421](#) for information
718 regarding unused leave balances as it relates to retirement credits.

719 **VI. CIVIL LEAVE**

720 A. Leave With Pay Shall be Granted to an Employee

721 In the following circumstances, leave with pay, without charge to annual or sick leave,
722 shall be granted:

723 1. When performing jury duty;

724 2. when summoned to appear as a witness before a court, grand jury or other public
725 body or commission provided that for purposes of this rule a plaintiff or defendant
726 shall not be considered a witness, nor shall this apply to an employee summoned as
727 a witness as a result of employment other than that employee's state employment;

728 3. when performing emergency civil duties in connection with national defense or other
729 civil emergencies;

730 4. when an employee who is a member of the National Guard is ordered to active duty
731 in connection with occurrences of an extraordinary or emergency nature which
732 threaten peace and property of the people of the State of Louisiana or the United
733 States;

734 5. when the Chancellor determines an employee is prevented by an act of God from
735 performing duties;

736 6. when an employee is ordered to report for a pre-induction physical examination
737 incident to possible entry into the military forces of the United States,

738 7. when an employee is a current member of a Civil Air Patrol and incident to such
739 membership is ordered to perform duty with troops or field exercises or training (may
740 not exceed 15 working days in any one calendar year).

741 B. Voting on Election Day

742 University employees whose scheduled work day is between the hours of 7:30 a.m. to

743 5:00 p.m. on an election day, and who are unable to vote prior to or after their work day,
744 shall be allowed, upon request of the employee and approval of the department head,
745 time off with pay for voting in accordance with the following schedule:

Distance from campus	Leave Time
0-30 mile radius of the campus	2 hours leave
31-60 mile radius of the campus	4 hours leave
61 or more miles radius of the campus	1 day leave

746

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

751 VII. PARENTAL LEAVE

752 Effective for qualifying events occurring on or after January 1, 2024, an eligible employee may
753 receive paid parental leave up to 240 hours without deduction from the employee's annual, sick
754 or compensatory leave balances for the following qualifying events: the birth of a child or
755 placement of a child under the age of 18 with the employee for adoption or for foster care.

756 A. Eligibility

757 1. Parental leave is only available to employees in leave-earning positions on the date
758 of the qualifying event on or after January 1, 2024.

759 2. Parental leave is only available to employees who, on the date of the qualifying
760 event, have been employed by the State for at least 12 months and who have
761 actually worked at least 1250 hours in the 12 months preceding the parental leave
762 request.

763 3. Parental leave is only available to the legal parents, adoptive parents or foster
764 parents of the child for whom parental leave is taken when said parents have an
765 active and on-going role in parenting the child and are taking leave for one of the
766 qualifying purposes outlined below. For purposes of this policy, a legal parent is a
767 person having a genetic relationship to the child or filiated to the child through legal
768 presumption or assisted reproductive technology.

769 B. Qualifying Purposes

770 1. Parental leave is an opportunity for a legal, adoptive or foster parent to bond with the
771 child for whom leave is taken or for adoptive or foster parents to attend post-
772 placement court proceedings or mandatory meetings related to adoption or foster
773 placement.

774 2. For the purpose of this policy, a need to bond with the child exists when there is a
775 new relationship between the parent and child and the unclassified employee or
776 appointee will spend time with the child to create an ongoing mutual attachment.

777 3. This policy does not apply where a relationship resembling parent-child already

778 exists and the primary change is the legal nature of the relationship. (e.g., foster
779 parent to adoptive parent and intra-family adoptions such as adoptions by step-
780 parents).

781 C. Parental Leave Conditions

782 1. Parental leave is available for use only during the 12 weeks (84 calendar days)
783 immediately following the commencement of the qualifying event.

784 2. Parental leave is available for use commencing on the first date of a qualifying event
785 and for only as much of the parental leave period as the employee is engaged in a
786 qualifying purpose.

787 3. Parental leave may be used continuously or intermittently, in accordance with the
788 need therefore.

789 4. Unless LSU Eunice determines that an employee is utilizing parental leave in
790 violation of this policy, LSU Eunice shall not reduce the parental leave period
791 authorized herein nor interfere with an eligible employee's use of parental leave as
792 set forth herein.

793 5. Full-time employees shall be compensated at the rate of 100% of the employee's
794 base pay for a period not to exceed 240 hours during the available 12-week period;

795 6. Part-time unclassified employees and appointees shall be compensated a maximum
796 of the rate of 100% of their base pay for a period not to exceed six weeks based
797 upon the average number of hours worked per week in the six months immediately
798 preceding the commencement of parental leave (e.g., if an individual works an
799 average of 25 hours per week during the six month look-back period, the employee
800 shall be eligible to receive up to the employee's base pay for 25 hours per week for
801 six weeks).

802 7. Parental leave may not be donated to another employee or leave pool.

803 8. Unused parental leave may not be reserved for use during a subsequent qualifying
804 event nor shall it be paid out to the employee if unused or not fully exhausted.

805 9. Parental leave is not intended to provide any form of paid or unpaid leave after
806 exhaustion of 240 hours (or the appropriate allotment for part-time employees)
807 provided by this policy. Additional leave, if any, must be taken under the provisions of
808 another rule, law or policy.

809 10. At least 12 months shall elapse from the beginning of one parental leave period until
810 an employee is eligible for another parental leave period. For a new parental leave
811 period, there shall be a new qualifying event on or after the 12-month waiting period
812 and the eligibility requirements of [Section VII.A.](#) shall be satisfied as of the date of
813 the new qualifying event.

814 11. Eligible employees utilizing parental leave for occurrences also qualifying under the
815 Family and Medical Leave Act must use FMLA leave concurrently with parental
816 leave.

- 817 12. When both parents to the child for whom parental leave is taken are employed in the
818 state service, each is entitled to utilize a full 240-hour (or the appropriate allotment
819 for part-time employees) parental leave period.
- 820 13. In using parental leave, employees shall follow LSU Eunice's customary leave
821 practices. That is, as practicable, advance notice of leave needs shall be provided
822 and leave approved prior to use.
- 823 14. An employee's use of parental leave in accordance with this policy shall not, in itself,
824 have a negative impact upon their employment relationship. Employees utilizing
825 parental leave in a manner violating this policy may be disciplined, including the
826 possibility of separation or dismissal.
- 827 15. Prior to granting parental leave, eligible employees must complete the Parental
828 Leave request form and must provide acceptable proof in support of their request,
829 such as a birth certificate or insurance certificate confirming their relationship to the
830 child for whom parental leave is requested, or proof of attendance at court
831 proceedings or other mandated meetings related to adoption or foster placement.
832 LSU Eunice will not require an employee produce medical records or scientific
833 evidence to prove paternity. Please see Human Resources for the Parental Leave
834 request form.

835 VIII. COMPENSATORY TIME

836 A. Compensatory Time for Academic and Unclassified Salaried Employees

837 There is no provision for compensatory time or overtime payment when extra duty is
838 required of Academic and Unclassified salaried employees.

839 B. Earning of Compensatory Time

840 Compensatory time may be earned by classified and unclassified employees who
841 perform work beyond their normal work schedule with the approval of or at the direction
842 of their supervisor or other administrator. The employee may be given compensatory
843 leave in lieu of payment for the time worked.

844 1. Exempt classified and unclassified employees earn compensatory time at a straight
845 time rate (i.e., one hour worked equates to one hour of compensatory time).

846 2. Non-exempt classified and unclassified hourly employees earn compensatory time at
847 a time and one-half rate provided that the employee actually works more than forty
848 (40) hours in the work week.

849 3. Compensatory time must be credited in the payroll period in which it is earned.

850 4. An employee must be paid for compensatory time earned over 240 hours; 480 hours
851 for law enforcement positions per Fair Labor Standards Act (FLSA) provisions

852 C. Use of Compensatory Time

853 1. Compensatory time use is limited to those instances in which granting the time is not

- 854 in conflict with university regulations or the efficiency of the department.
- 855 2. Compensatory leave may be used for any personal purpose, at any time after it is
856 earned, contingent upon departmental or other designated approval.
- 857 3. Minimum charge to compensatory time records shall not be less than one-half hour.
858 Beyond the first one-half hour, compensatory leave may be used in quarter-hour
859 increments.
- 860 4. A department head may require an employee to take compensatory time leave
861 whenever, in the administrator's judgement, such action would be in the best interest
862 of the department.

863 D. Payment of Compensatory Time

864 Employees separated from the University will receive payment for all unused
865 compensatory time. ([See Civil Service Rules Chapter 21.12.](#)) The university may pay the
866 balance of an employee's compensatory time at any time. ([See Civil Service Rules](#)
867 [Chapter 21.6.](#))

868 **IX. HOLIDAYS**

869 University holidays, which may differ from those of other state agencies, are provided for in [LSU](#)
870 [PM 05: LSU Holiday Schedules.](#)

871 A. Eligible Employees

872 Holidays for academic-pay-basis employees are specified in the LSU Eunice General
873 Catalog.

874 Individuals employed on a full-time fiscal pay basis shall be eligible for compensation on
875 holidays and part-time employees are eligible for compensation for days in their normal
876 part-time work schedule. LSU Eunice holidays are set in accordance with the provisions
877 of [Louisiana R.S. 1:55 F.](#), which authorizes 14 paid holidays per year. It is intended that
878 the same number of holidays be granted to all employees. The exceptions to holiday pay
879 are:

- 880 1. When the employee is on a classified W.A.E. or contingent (transient) appointment;
- 881 2. When the employee is on leave without pay immediately preceding **and** following the
882 holiday period.

883 B. Separation on Holidays

884 Employees on a **fiscal** pay basis who are leaving the university work force are eligible
885 for holiday pay if:

- 886 1. They are otherwise eligible for holiday pay; and
- 887 2. They are in a pay status the last working day before the holiday(s) except if the
888 holiday crosses into the next pay period for salaried employees, such as in the case

889 of the Christmas/New Year's holiday when the separation would be effective
890 December 31.

891 C. Overtime Compensation on Holidays

892 All eligible staff receive payment for up to 14 holidays per fiscal year (See [LSU PM-5:](#)
893 [LSU Holiday Schedule](#)). Holiday pay is based on the number of hours in the employee's
894 regular work schedule (e.g. eight hours of holiday pay is received if the employee
895 regularly works eight hours per day).

896 Some hourly staff are required to work on a holiday. Non-exempt, hourly employees who
897 work on a holiday (or a designated holiday, if the holiday falls on their day off) will be
898 paid time and a half for hours worked on the holiday, regardless of the number of hours
899 worked that week and, in addition to holiday pay.

900 D. Holidays Not Included on the Schedule.

901 Faculty and staff unable, because of religious beliefs, to work on a religious holiday not
902 included on the schedule are to provide that information to their supervisor or
903 department head/chair well in advance. Annual leave, leave without pay or adjusted
904 work schedules will be approved unless doing so creates an unusual burden upon the
905 employing unit.

906 **X. LEAVE OF ABSENCE WITHOUT PAY**

907 A. Cause for Leave

908 Leave of absence without pay may be granted to employees for good cause. Such
909 leaves must be requested by the employee and will be approved based upon the ability
910 of the granting department to continue to provide on-going and necessary services. The
911 term of the leave may not extend beyond the period for which support is committed to
912 the position or contract. Employees approved for leave of absence without pay are
913 expected to return to the University on the next work day after the approved leave
914 period. Failure to return to work could result in job termination. Good cause for granting
915 leave of absence without pay may be interpreted to include but not be limited by the
916 following: extended illness; need to provide care for family members; education which
917 will directly increase job effectiveness; adoption of children; or in special situations,
918 temporary employment outside the University when it is in the interest of public service
919 and/or will be beneficial to the University upon the employee's return.

920 B. Leave Without Pay to Pursue Employment

921 Leave without pay is a privilege, not a right and it is of a lesser priority than the future of
922 the university, providing service to students, and promoting the well-being of the unit.
923 Therefore, requests for leave without pay to take permanent jobs elsewhere will not be
924 approved.

925 C. Criteria to be Used to Evaluate Leave Without Pay Requests

926 1. The effect upon the department if leave without pay is granted;

- 927 2. The recommendation of the immediate supervisor;
- 928 3. The length of university employment and prior leave history;
- 929 4. The probable effect of the leave as it will benefit or disadvantage the university.
- 930 D. Service Credit and Leave Accrual
- 931 1. Service before and after leave without pay will be combined to determine leave
932 accrual rates and total service. Leave without pay does not count as credited service
933 for leave accrual except when the employee is on unpaid military leave.
- 934 2. Sick and annual leave are not accrued while an employee is on leave without pay
935 except when the employee is on unpaid military leave.
- 936 E. Reporting and Requesting of Leave Without Pay
- 937 1. Leave without pay must be reported and requested through appropriate
938 administrative channels within the Department/Unit, School or College, then through
939 the Office of Human Resource Management. Presidential (or designee) approval is
940 required, as applicable. The leave request must be submitted in LSU Eunice's
941 system of record.
- 942 2. When leave without pay is taken for 30 days or more, the GI-1 form concerning
943 disposition of insurance must be completed by the employee and is to be submitted
944 to the Office of Human Resource Management. The form is available by reaching out
945 to the Office of Human Resource Management.
- 946 F. Official Requests and Maintenance of Records
- 947 1. All requests for leave without pay and responses to such requests must be submitted
948 in LSU Eunice's System of Record and
- 949 2. all written records pertaining to the leave request must be maintained in
950 departmental files.
- 951 G. Failure to Return to Work at the Expiration of Leave
- 952 1. If a classified employee on probationary appointment fails to return to duty in pay
953 status on or before the first working day following the expiration date of any period of
954 leave without pay, the employee will be considered as having deserted their position
955 and the appointment shall terminate as of the close of business on such expiration
956 date. In such removals, the employee shall (after approval from the Office Human
957 Resource Management) be furnished a letter of termination.
- 958 2. If an academic, an **unclassified** or **classified** employee fails to report for or refuses
959 to be restored to duty in pay status on the first working day following the expiration of
960 the approved leave of absence without pay, or at an earlier date, upon reasonable
961 and proper notice from department head, the employee may be considered as
962 having deserted their position and shall be removed. Such removal of permanent
963 employees requires prior approval from the Office of Human Resource Management.

964 H. Review/Approval Levels

965 Leaves of absence without pay require supervisory approval through appropriate
966 administrative channels up to and including the Chancellor or their designee. A
967 department head may initiate or, at the request of the employee, may curtail a period of
968 leave of absence without pay, provided such curtailment is in the best interest of the
969 LSU Eunice, reasonable and proper notice thereof is furnished to the employee, and
970 prior approval is received from HRM (except in the case of Family and Medical Leave).

971 I. Leave Without Pay in Lieu of Annual Leave

972 Employees may be required to take any part or all of accrued annual leave prior to being
973 granted leave without pay.

974 J. Leave of Absence for Holidays

975 Employees eligible for holiday pay must be in a paid working status the last normal work
976 day before a holiday, or the first normal work day after the holiday in order to receive pay
977 for the holiday. Employees on leave without pay before and after the holiday shall not
978 receive pay for the holiday unless in a paid status the day before or the day after a
979 holiday.

980 K. Unapproved Leave Without Pay

981 Employees who absent themselves from the work place without prior supervisory
982 approval will be considered to be on unauthorized leave without pay. Disciplinary action
983 may be imposed against an employee for an unapproved absence and/or for
984 unauthorized leave without pay.

985 **XI. MILITARY LEAVE**

986 A. Eligibility Requirements

987 Employees who are members of a reserve component of the Armed Forces of the
988 United States or of the National Guard called to active duty as a result of a non-local or
989 non-state emergency, shall be granted a leave of absence. The leave includes active
990 duty, active duty for training, initial active duty for training, full-time National Guard duty,
991 annual training, and inactive duty for training (weekend drills).

992 Note: See Civil leave for members of the National Guard who are ordered to active duty
993 in connection with occurrences of an extraordinary or emergency nature or ordered to
994 report for a pre-induction physical examination incident to possible entry into the military
995 forces of the United States.

996 B. Duration of Leave

997 Eligible employees shall be granted leave for period(s) defined in the orders.

998 C. Pay Status

999 Maximum military leave with pay for military purposes is 15 working days per calendar

1000 year. Such leave shall be given without loss of pay, annual or sick leave, or performance
1001 rating, and when relieved from duty, the employee shall be restored to their position.

1002 Any portion of a military leave in excess of fifteen (15) working days during a calendar
1003 year shall be unpaid/without pay, unless chargeable against accrued annual leave or
1004 compensatory time.

1005 Upon receipt of military pay documentation, LSU Eunice will pay employees whose
1006 military base pay is less than their LSU Eunice base pay the difference between their
1007 military base pay and their LSU Eunice base pay in their regular position while on
1008 military leave (see [Louisiana R.S. 29:405](#)).

1009 D. Use of Annual Leave/Compensatory Leave

1010 An employee will be given military leave for military service as required by the [Uniformed](#)
1011 [Service Employment and Reemployment Rights Act of 1994](#). The employee may use
1012 accrued annual leave, or accrued compensatory time, if available, for the military leave
1013 period.

1014 E. Annual/Sick Leave Accrual

1015 Employees who were in leave-accruing status continue to earn annual and/or sick leave
1016 while on military leave and the military leave period is counted toward the computation of
1017 leave accrual rates (see [Louisiana R.S. 29:406](#)).

1018 **XII. SPECIAL LEAVE**

1019 A. Conditions for Special Leave

1020 1. Leave with pay may be granted to an employee by a department head or other
1021 appropriate administrative authority:

1022 a. If a formal request is made through administrative channels to the Chancellor, on
1023 a case-by-case basis due to employee hardship.

1024 b. If the Chancellor determines that because of local conditions, it would be
1025 impossible or impractical for the employee to report to work.

1026 c. For limited periods, if assignments to other than regular duties at regular
1027 locations (such as training or official travel) will prove beneficial to both the
1028 employee and the university. In the case of academic deans, the Office of
1029 Academic Affairs must review and approve such an action.

1030 d. To participate in a State Civil Service examination or to take other examinations
1031 pertinent to the employee's position. A department may set a reasonable cap on
1032 such participation for exams.

1033 e. Leave with partial pay (Academic Subvention) may be granted to faculty to
1034 accept distinguished fellowships. Requests must be made in writing and
1035 approved through administrative channels to the LSU President or alternative
1036 authority as delegated by the President (see [LSU Eunice PS-63: Educational](#)

1037 [Privileges, Educational Leave, and Sabbatical Leave](#)).

1038 **XIII. WORKER'S COMPENSATION PAYMENT**

1039 A. Use of Sick and Annual Leave to Supplement Worker's Compensation

1040 1. When an employee is absent from work due to disabilities for which they are entitled
1041 to Worker's Compensation, the employee must use sick leave to supplement
1042 Worker's Compensation payments so long as the combination of the value of the
1043 leave and Worker's Compensation payments does not exceed the employee's
1044 regular salary. The employee will be re-credited with an amount of leave equivalent
1045 to the value of the Worker's Compensation indemnity check.

1046 2. An employee may be granted annual leave, when appropriate, so long as the
1047 combination of annual leave and Worker's Compensation payments do not exceed
1048 the employee's regular salary. The use of annual leave must be approved by HRM.

1049 B. Acceptance of Other Employment While Receiving Worker's Compensation

1050 In the event an individual receiving Worker's Compensation payments and/or sick or
1051 annual leave payments should accept other employment, the Worker's Compensation
1052 payments and the sick or annual leave payments may or may not be continued,
1053 depending upon the circumstances and in accordance with the law.

1054 Please review [LSU Eunice PS-77: Return to Work Policy for Employees on Worker's](#)
1055 [Compensation](#) for Return to Work Policy for employees on Worker's Compensation.

1056 **XIV. SABBATICAL LEAVE**

1057 A. Criteria for Eligibility

1058 Full-time tenured faculty who have completed six years of service at the university and
1059 who have not taken a sabbatical in the last six years are eligible for consideration for
1060 sabbatical leave to conduct study and research. A condition for the granting of sabbatical
1061 leave is the potential benefit the university will receive as a result of the sabbatical.
1062 Those who petition for a sabbatical must include adequate justification setting forth the
1063 plans for sabbatical leave and must promptly report the accomplishments under each
1064 leave upon return from sabbatical (see [LSU Eunice PS-63: Educational Privileges for](#)
1065 [Full-time Nonacademic and Other Academic Employees, Educational Leave, and](#)
1066 [Sabbatical Leave](#)).

1067 Faculty members may apply in the year prior to being eligible, provided they are eligible
1068 in the award year. They must be tenured or coming up for tenure during the evaluation
1069 year. By the award year, they must meet the eligibility requirements of tenure and six
1070 years of service since the last sabbatical. A member of the academic staff who is
1071 granted sabbatical leave shall be required to return to their university duties for at least
1072 one year after completion of the sabbatical leave.

1073 The academic year in which a sabbatical is taken is not counted toward the next six
1074 years of full-time service. A faculty member, however, who has been awarded a
1075 research grant or fellowship may count the period funded by the award toward the next

1076 six years of full-time service.

1077 **XV. LEAVE TO OBTAIN AN ADVANCED DEGREE**

1078 A. Criteria for Eligibility

1079 Eligible full-time academic employees at the rank of Instructor (or equivalent) or above,
1080 and full-time unclassified employees, may petition for a leave of absence with part pay
1081 for not more than one year of study which will culminate in the receipt of an advanced
1082 degree within five years. (See [LSU Eunice PS 63: Educational Privileges, Educational
1083 Leave, and Sabbatical Leave](#) for details).

1084 **XVI. EDUCATIONAL PRIVILEGES FOR OTHER ACADEMIC, UNCLASSIFIED, AND**
1085 **CLASSIFIED EMPLOYEES**

1086 A. Eligibility Criteria for Tuition Exemption

1087 Full-time classified, unclassified, and other academic, and faculty employees, may take
1088 up to three clock hours per week per semester during work time without charge to
1089 annual leave or with an approved flex schedule on file with department head as required
1090 by [LSU Eunice PS 63: Educational Privileges, Educational Leave, and Sabbatical
1091 Leave](#).

1092 Note: The provisions of this policy do not apply to specialized self-supported educational
1093 programs such as the Executive MBA Program or any fully online programs currently
1094 offered.

1095 **XVII. FAMILY AND MEDICAL LEAVE ([FMLA](#)) - all categories of employees**

1096 A. Eligibility Requirements

1097 Eligible employees are entitled to up to twelve (12) work weeks of leave, in any year, for
1098 one or more of the following qualifying events:

- 1099 1. For the birth of a child and/or to care for the child,
1100 2. For placement of a child through adoption or foster care,
1101 3. For the care of the employee's spouse (wife or husband), son, daughter or parent
1102 who has a serious health condition,
1103 4. For the employee's own serious health condition which prevents the employee from
1104 performing their essential duties.

1105 B. Length of Service Eligibility

1106 Employees who have worked for a Louisiana state agency for twelve (12) months and
1107 who have worked 1,250 hours in the preceding twelve (12) month period from the time
1108 the leave is to begin are considered eligible employees for the purposes of Family and
1109 Medical Leave.

1110 C. Definition of "Any Year"
1111 For the purposes of this law and university policy, a year is defined as the twelve month
1112 period beginning with the date the employee first uses FMLA designated leave. This
1113 shall be referred to as a "first use year".

1114 D. Notice Requirements

1115 1. Advance Notice Requirement: Employees are required to provide thirty (30) days
1116 advance notice, unless the qualifying event is unforeseeable or a medical
1117 emergency.

1118 2. Waiver of Advance Notice Requirement: When advance notice is impossible or
1119 impractical, employees are required to notify their supervisors or other appropriate
1120 departmental authority at the earliest possible time (at least one or two business
1121 days from when the need for leave is known). Verbal approval must be granted
1122 contingent upon submission of the [FMLA Form 01](#) and verification of the qualifying
1123 event.

1124 E. Physician Certification

1125 Employees invoking Family and Medical Leave are required to have their physician or
1126 the physician of record complete the [FMLA Form 01](#) form (medical certification). This
1127 form must be submitted within fifteen (15) calendar days of notice or use leave. In the
1128 case of Worker's Compensation, standard physician certification in lieu of the FMLA
1129 Form 01 is acceptable.

1130 F. Automatic Designation as [FMLA](#)

1131 Sick leave absences in excess of five consecutive days will be automatically designated
1132 as FMLA leave from the first day of the leave (unless medical certification shows the
1133 absence was not a qualifying event under FMLA) and will require a medical certificate as
1134 permitted by FMLA.

1135 G. Intermittent Leave or a Reduced Leave Schedule

1136 Intermittent leave or a reduced leave schedule must be approved in the following
1137 circumstances:

1138 1. For birth or placement of a child through adoption or for foster care, with mutual
1139 agreement between the department and the employee, or, when medically
1140 necessary and certified by the physician on the [FMLA Form 01](#) form or other
1141 acceptable medical documentation.

1142 2. In all other events, when medically necessary and certified by the physician on the
1143 FMLA Form 01 or other acceptable medical documentation.

1144 H. Requirement to Take Paid Leave

1145 Employees are required to take Annual or Sick Leave, depending on the nature of the
1146 absence. The appropriate type of leave must be exhausted before approval will be

- 1147 granted to use leave without pay for Family and Medical Leave.
- 1148 I. Continuation of Health Care Benefits
- 1149 1. Employees who have their health coverage with the state and who go on leave
1150 without pay for Family and Medical Leave, and who wish to continue their health care
1151 coverage will have the employer portion of the premium paid by LSU.
- 1152 2. In such circumstances, employees are required to submit a GI-1 form. The GI-1
1153 requires the employee to provide billing instructions for the employee portion of
1154 health premiums. The form can be obtained by contacting the Office of Human
1155 Resource Management
- 1156 J. Requirement to Document All [FMLA Leave](#)
- 1157 1. Whether or not the employee requests FMLA leave specifically, if the reason for the
1158 leave qualifies as FMLA, it must be approved and documented as FMLA leave.
- 1159 2. FMLA leave must be selected when the leave of absence is submitted in LSU
1160 Eunice's HR system of record.
- 1161 3. For recordkeeping purposes, FMLA leave requires that a leave action be completed
1162 and submitted by the employee unless the employee is not available in the work
1163 place or it would otherwise be impractical or impossible to submit the action in LSU
1164 Eunice's system of record (in these cases, the FMLA Form 01 action should be
1165 submitted by the employee's timekeeper or manager.)
- 1166 K. Restoration after [FMLA](#)
- 1167 Employees returning from Family and Medical Leave must be restored to their former
1168 positions or equivalent positions with equivalent benefits.
- 1169 L. Prohibition Against Retaliation
- 1170 It is unlawful for any employer to interfere with, restrain or deny the exercise of any right
1171 provided for under FMLA. Employees may not be retaliated against for invoking the
1172 Family and Medical Leave.
- 1173 M. Questionable Certifications for Medical Leave
- 1174 If an employee submits a completed certification signed by a health care provider, the
1175 employer may not request additional information from the employee's health care
1176 provider, but may, through its health care provider request clarification and
1177 authentication of the certification. If the employer doubts the validity of the certification, it
1178 may proceed as follows:
- 1179 1. Second Opinion - With the approval of the Office of Human Resource Management,
1180 the employee may be required to be examined by a health care provider of the
1181 **employer's designation and at the employer's expense**. If the second opinion
1182 does not agree with the employee's certification, the employer can require a third
1183 opinion.

1184 2. Third Opinion - With the approval of the Office of Human Resource Management, the
1185 employee may be required to be examined by a **health care provider mutually**
1186 **approved by the employer and the employee at the employer's expense. The**
1187 **third opinion is final and binding.**

1188 N. Submitting False Information

1189 Any employee who submits false information regarding this Act shall be subject to
1190 disciplinary action.

1191 O. Impact of [FMLA on Leave Sanctions](#)

1192 No leave (annual or sick) approved under FMLA may be used as a basis for, or in the
1193 calculation of leave usage, for imposing leave sanctions.

1194 **XVIII. CRISIS LEAVE PROGRAM**

1195 A. Purpose

1196 The Crisis Leave Program is a means of providing paid leave to an eligible employee
1197 who has experienced a catastrophic illness or injury to themselves or an eligible family
1198 member. The intent of the program is to assist employees who, through no fault of their
1199 own, have insufficient paid leave to cover the crisis leave period.

1200 B. Crisis Leave Terms

1201 Within the context of [crisis leave](#), terms have the meanings indicated below:

1202 1. **Eligible employee** is an employee of Louisiana State University at Eunice, who is
1203 eligible to earn annual or sick leave in accordance with [section IV](#) of this policy.
1204 Classified employees must have attained permanent status to donate or use crisis
1205 leave.

1206 2. **Eligible family member:**

1207 a. an individual living in the same household who is related to the employee by
1208 kinship, adoption, or marriage or a foster child so certified by the Louisiana Office
1209 of Children's Services, or

1210 b. an individual not living in the same household who is related to the employee by
1211 kinship, adoption or marriage, and is totally dependent upon the employee for
1212 personal care or services on a continuing basis.

1213 3. **Licensed Medical Service Provider (LMSP)** is a practitioner, as defined in the
1214 Louisiana State Licensing Law (relative to that LMSP's field of service), who is
1215 practicing within the scope of their license. This is to include licensed Physicians (a
1216 Doctor of Medicine) or M.D., Doctor of Osteopathy or D.O., or Licensed
1217 Chiropractors, Counselors, or Therapists as recognized and licensed by appropriate
1218 state boards or authorities.

1219 4. **Catastrophic Injury or Illness** is a severe condition or combination of conditions

- 1220 that:
- 1221 a. affects the physical or mental health of the employee or the employee's eligible
1222 family member and;
- 1223 b. requires the services of a licensed medical service provider for a prolonged
1224 period of time; and
- 1225 c. prevents the employee from performing their duties for a period of more than ten
1226 consecutive days and forces the employee to exhaust all appropriate leave
1227 described in other parts of this policy and to lose compensation from the state.

1228 5. **Leave Pool Manager** is Human Resource Manager or their designee.

1229 6. **Crisis Leave Committee** is a committee comprised of three members (Faculty
1230 Senate Chair, Staff Senate Chair, LSU Eunice Chief Financial Officer) and the Leave
1231 Pool Manager or designee. The Committee acts to support the administration of the
1232 Crisis Leave program, review the pool and program management practices by the
1233 Leave Pool Manager. When not otherwise specified in written policy, the Committee
1234 may recommend operational guidelines and procedures for the Crisis Leave
1235 Program.

1236 C. Eligibility Requirements

1237 An employee is not required to contribute to the Crisis Leave Pool to be eligible to
1238 receive crisis leave. An eligible employee may apply to receive crisis leave if the
1239 following requirements are met:

- 1240 1. the employee or employee's eligible family member suffers from a catastrophic
1241 illness or injury and
- 1242 2. the employee has exhausted all appropriate leave in accordance with this policy; and
- 1243 3. the employee has exhibited satisfactory attendance (with no history of leave abuse),
1244 and is not absent from work due to disciplinary reasons; and
- 1245 4. the catastrophic injury or illness is not occupationally related (therefore making that
1246 employee eligible for workers' compensation) or was not attained in the commission
1247 of an assault or felony; and
- 1248 5. the appropriate documentation from a LMSP is provided to the Leave Pool Manager
1249 along with a completed Request for Crisis Leave Form.

1250 D. Amount of Crisis Leave that May Be Approved

1251 The amount of crisis leave granted for each catastrophic illness or injury is determined
1252 by the Leave Pool Manager. The amount of leave granted to an employee will generally
1253 reflect the recommendations of the Licensed Medical Service Provider (LMSP), subject
1254 to the following limits:

- 1255 1. a maximum of 240 hours may be granted to an eligible employee during one

- 1256 calendar year;
- 1257 2. crisis leave may not be granted to any individual to extend paid leave status beyond
1258 a total time in leave status of 12 weeks;
- 1259 3. the total amount of leave granted will not exceed the balance of hours in the leave
1260 pool at the time of the employee's request;
- 1261 4. the value of the annual and/or sick leave granted as crisis leave may not exceed
1262 75% of the employee's pay received in a regular workweek and the employee will not
1263 accrue leave while using crisis leave.

1264 E. Donation Procedures

1265 Contributions to the Crisis Leave Pool are strictly voluntary; no employee shall be
1266 coerced or pressured to donate leave. An employee donating to the pool may not
1267 designate a particular employee to receive donated time. The donor must complete a
1268 Donation to Crisis Leave form and submit it to the Leave Pool Manager. Donations are
1269 accumulated in the pool and awarded on a first-come, first-served basis to eligible
1270 employees. Donations are restricted as follows:

1271 1. Classified employees may donate a minimum of 4 hours of annual leave, donations
1272 beyond 4 hours must be made in whole-hour increments. Donations are limited to 240
1273 hours of annual leave per employee per calendar year.

1274 a. The donor must have a balance of at least 120 hours of annual leave remaining
1275 after the contribution.

1276 2. Professional hourly employees may donate a minimum of 4 hours of annual, sick,
1277 and/or compensatory leave, donations beyond 4 hours must be made in whole-hour
1278 increments. Donations are limited to 240 hours of combined annual, sick, and
1279 compensatory leave per employee per calendar year.

1280 a. The donor must have a combined balance of at least 120 hours of annual and/or
1281 compensatory leave remaining after a contribution of either leave type.

1282 b. The donor must have a balance of at least 480 hours of sick leave remaining
1283 after a contribution of sick leave.

1284 i. A donor must have a balance of at least 120 hours of sick leave
1285 remaining after a contribution of sick leave made just prior to leaving or retiring
1286 from the LSU Eunice.

1287 3. Professional salaried employees and faculty on twelve-month appointments may
1288 donate a minimum of 4 hours of annual or sick leave, donations beyond 4 hours must be
1289 made in whole hour increments. Donations are limited to 240 hours of combined annual
1290 and sick leave per employee per calendar year.

1291 a. The donor must have a balance of at least 120 hours of annual leave remaining
1292 after a contribution of annual leave.

- 1293 b. The donor must have a balance of at least 480 hours of sick leave remaining
1294 after a contribution of sick leave.
- 1295 i. A donor must have a balance of at least 120 hours of sick leave
1296 remaining after a contribution of sick leave made just prior to leaving or
1297 retiring from the University.
- 1298 4. Faculty on nine-month appointments may donate a minimum of 4 hours of sick leave,
1299 donations beyond 4 hours must be made in whole-hour increments. Donations are
1300 limited to 240 hours of sick leave per employee per calendar year.
- 1301 a. The donor must have a balance of at least 480 hours of sick leave remaining
1302 after a contribution of sick leave.
- 1303 i. A donor must have a balance of at least 120 hours of sick leave
1304 remaining after a contribution of sick leave made just prior to leaving or
1305 retiring from the University
- 1306 5. Voluntary donations made to the Crisis Leave Pool are irrevocable.
- 1307 F. Request Procedures
- 1308 An employee may request leave from the Crisis Leave Pool by completing a Crisis
1309 Leave Request form. The request must be submitted to the Leave Pool Manager with a
1310 copy of the employee's Certification of Physician or Practitioner ([FMLA-01](#)) form. The
1311 Leave Pool Manager reviews the request to make sure that the employee is eligible to
1312 receive crisis leave. The employee requesting crisis leave must provide all requested
1313 information necessary to make a final determination of eligibility.
- 1314 G. Confidentiality of Requests
- 1315 All requests for crisis leave must be treated as confidential. All requests and
1316 documentation for crisis leave will be submitted directly to and maintained by the Leave
1317 Pool Manager.
- 1318 H. Adjudication of Requests
- 1319 Each request for crisis leave will be automatically time and date stamped upon
1320 submission to the Leave Pool Manager and handled on a first-come, first-served basis.
1321 When possible, a request is to be submitted at least 10 days before the crisis leave is
1322 needed. The Leave Pool Manager is allowed five working days from the date a request
1323 is received (with the required documentation) to approve all or part of the request, or
1324 deny the request, and communicate such approval or denial to the employee. If the
1325 request is approved, the Leave Pool Manager or their designee will credit the approved
1326 time to the employee's leave record.
- 1327 I. Use of Crisis Leave
- 1328 Approved crisis leave is used for a maximum of 75% effort and is documented in
1329 accordance with the same procedures as regular paid leave taken by the employee.

1330 Employees that do not earn annual leave are only eligible to use sick leave donations of
1331 crisis leave.

1332 J. Changes in Status Affecting Crisis Leave

1333 1. Crisis leave may be used only for the circumstances for which it was requested. If
1334 any change occurs in the nature or severity of an illness or injury, or of any other
1335 factor on which the approval was based, the employee must provide documentation
1336 describing the change to the Leave Pool Manager. The employee may request
1337 additional crisis leave subject to the limits outlined above. Extensions of crisis leave
1338 are not automatic. Each request for extension will be addressed on a first-come, first-
1339 served basis.

1340 2. Use of leave from the Crisis Leave Pool for reasons other than those stipulated and
1341 approved by the Leave Pool Manager and/or failure to abide by procedures and
1342 requirements outlined in this policy may constitute payroll fraud and will be
1343 addressed accordingly.

1344 3. Employees who are able to return to work before using all crisis leave granted must
1345 return the unused crisis leave to the Crisis Leave Pool.

1346 K. Compensation and Benefits

1347 1. Crisis leave will be paid at the receiving employee's rate of pay.

1348 2. An employee in crisis leave status will be considered in partial paid leave status and
1349 will continue to receive benefits as appropriate.

1350 3. Employees on crisis leave will not accrue paid leave.

1351 L. Financial Impact

1352 1. The cost of the crisis leave period will be borne by the recipient's employing unit.

1353 2. HR will maintain records on crisis leave donated and used on a dollar value basis.

1354 M. Appeals

1355 The decision to approve or deny crisis leave requests by the Leave Pool Manager is final
1356 and not subject to appeal.

1357 **XIX. FUNERAL LEAVE**

1358 Employees may be granted up to two days of leave with pay per occasion when attending the
1359 funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister,
1360 step-sister, spouse, mother-in-law, father-in-law, grandparent, or grandchild; provided such
1361 leave shall not exceed two days on any one occasion. Employees may request annual leave or
1362 leave without pay to attend funeral or burial rites of friends or of relatives not specified.

1363 **XX. SOURCES**

- 1364 Citations are listed alphabetically.
- 1365 [Civil Service Rules](#) Chapters 4, 11, and 21
- 1366 [Family and Medical Leave Act of 1993](#)
- 1367 [FMLA-01](#): Certification of Physician or Practitioner: under the FMLA link on the LSU Eunice
1368 Human Resources website
- 1369 [FASOP-HR-03](#): Flexwork Arrangements: Guidelines and Procedure on the LSU Finance and
1370 Administration Operating Procedures website
- 1371 [LSU Board of Supervisors Bylaws and Regulations](#)
- 1372 [LSU Eunice Policy Statement-22](#): Compensation Limitations, Academic and Non-classified
1373 Staff
- 1374 [LSU Eunice Policy Statement-63](#): Educational Privileges, Educational Leave, and Sabbatical
1375 Leave
- 1376 [LSU Eunice Policy Statement-77](#): Return to Work Policy for Employees on Worker's
1377 Compensation
- 1378 [LSU Permanent Memorandum-3](#): Additional Compensation and Compensation: Faculty and
1379 Full-Time, Non-Classified Employees
- 1380 [LSU Permanent Memorandum-5](#): Holiday Schedule
- 1381 [LSU Permanent Memorandum-20](#): Leave Policies Academic & Unclassified & Classified
1382 Employees
- 1383 [Louisiana R.S. 1:55.F](#): Days of public rest, legal holidays, and half-holidays
- 1384 [Louisiana R.S. 11:421](#): Computation of service
- 1385 [Louisiana R.S. 11:424](#): Conversion of annual and sick leave to retirement credit; payment
- 1386 [Louisiana R.S. 17:3311](#): Sick leave for unclassified; academic personnel
- 1387 [Louisiana R.S. 17:3311.A.1](#): Sick leave for unclassified; academic personnel
- 1388 [Louisiana R.S. 17:425.1](#): Payment of severance pay; DROP participants
- 1389 [Louisiana R.S. 29:405](#): Compensation
- 1390 [Louisiana R.S. 29:406](#): Leave status
- 1391 [Uniformed Service Employment and Reemployment Rights Act of 1994](#)