

**I. PURPOSE**

To provide clarification of applicable institutional policies, regulations, and bylaws governing attendance and leave for academic, unclassified, and classified employees of LSU Health Sciences Center at New Orleans (hereafter "University"), including but not limited to attendance and schedules, the granting of leave, the maintenance of records, and responsibilities in accordance with University, LSU System, and Civil Service regulations.

**II. DEFINITIONS**

1. Academic Employees
  - a. Faculty are members of the academic staff with the rank of Instructor or above and equivalent ranks. For the purposes of leave accrual and use for full-time faculty, the workday is deemed to be eight (8) hours and the work week is deemed to be forty (40) hours.
  - b. Other Academic Employees are members of the academic staff below the rank of Instructor or equivalent and other personnel with academic responsibilities not holding faculty rank (See Article II. Sec. 1. A.1. b. of the Regulations of the LSU Board of Supervisors).
2. Annual Leave is leave with pay granted to an employee for the purpose of rehabilitation, restoration, and maintenance of work efficiency, Family and Medical Leave (FMLA) generally after the exhaustion of all available Sick Leave, or for the transaction of any personal affairs.
3. Chargeable Leave is leave taken by an employee which reduces an employee's accrued leave balance.
4. Classified Employees are all employees covered by the provisions of the Civil Service System of the State of Louisiana. A full-time classified employee is a classified employee who works a standard work week of forty (40) hours.
5. Contingent Employee is an employee appointed for temporary, seasonal, or intermittent service. This employee type is not eligible to accrue leave.
6. The Family Medical Leave Act (FMLA) is leave granted to eligible employees which enables employees to take up to twelve weeks for qualifying events. It provides for continuation of health care premiums when the employee has and wishes to continue health care coverage during the period of approved leave. Please refer to [Chancellor's Memorandum 50 \(CM-50\) – Family and Medical Leave Policy](#) for additional information.
7. Funeral Leave may be granted leave with pay when attending the funeral or burial rites of a parent, stepparent, child, stepchild, brother, stepbrother, sister, stepsister, spouse, mother-in-law, father-in-law, grandparents, or grandchild; provided such time off shall not exceed two days on any one occasion. Employees may request annual leave or leave without pay to attend funeral or burial rites of friends or relatives not specified.
8. Gratis Appointment is an appointment without monetary compensation.
9. Holidays are paid time off as specified in [Permanent Memorandum 5- Holiday Schedule](#)
10. Intermittent Appointment is an appointment that provides for the employee to work intermittently on an as-needed basis, sometimes referred to as "W.A.E." appointment. "W.A.E." refers to the pay basis which stands for "when actually employed." This employee type is not eligible for leave accrual, holiday pay or special

leave.

11. Leave of Absence without Pay (LWOP) is unpaid leave granted to employees under stipulated conditions. Please see the [LWOP Process Breakdown](#) for additional information.
12. Military Leave is leave granted to an employee who is ordered to duty with troops or at field exercises or for instruction with any branch of the Armed Forces, including the National Guard. Please refer to the [Military Preparedness Policy and Procedures](#) for additional information.
13. Non-chargeable Leave is leave taken by an employee which does not reduce an employee's accrued leave balance. Examples include Civil, Educational, Funeral, Jury Duty, Military and Special Leave.
14. Regular Employee is an employee whose initial appointment exceeds a period of one hundred eighty (180) calendar days or who has been employed for more than one hundred eighty (180) consecutive calendar days by a successive uninterrupted appointment. This category excludes transient employees (employees appointed under Civil Service Rule 4.1 (d)1).
15. Remote Work is a privilege granted at the discretion of the Unit Head, considered, and approved on a case-by-case basis, which allows for work to be performed at an appropriately equipped site alternate to the usual work location on campus. Remote Work arrangements may not exceed three (3) Remote Workdays per Work Week for a six (6) month period and are renewable upon satisfactory review. Please refer to the [Chancellor's Memorandum 73 \(CM-73\)- Remote Work Policy](#) for additional information.
16. Sick Leave is leave with pay granted to an employee who is suffering with an illness or injury which prevents the employee from performing their usual duties and responsibilities, or who requires medical, dental, or optical consultation or treatment. Effective June 11, 2020, Louisiana Act 241 expanded the allowable use of sick leave to include the employee's care for an immediate family member who is ill or injured, or to accompany an employee's immediate family member (defined as spouse, parent, or child) to a medical, dental, or optical consultation or treatment.
17. Special Leave is leave with pay granted by the Chancellor to employees who have been affected by extraordinary conditions which are defined at the time of the occurrence of those extraordinary conditions.
18. Temporary Employee is an employee who is appointed for one hundred eighty (180) calendar days or less.
19. Transient Employees are employees appointed under Civil Service Rule 4.1 (d)1). Transient employees are not eligible to earn leave.
20. Unclassified Exempt Employee is a member of the unclassified staff on full-time status as defined by the employee's appointment; for the purposes of leave accrual and use, the workday is deemed to be eight (8) hours and the work week is deemed to be forty (40) hours; administrative officers and unclassified staff, and employees in positions specifically exempt from classified service under Article X of the Constitution of the State of Louisiana. **Non-exempt hourly** as defined by the Department of Labor and are referred to as unclassified or 'professional hourly'; other positions exempt from classified service by special action of the State of Louisiana, Department of Civil Service; an employee whose appointment is for a period of more than one hundred eighty (180) calendar days or who has been employed for more than one hundred eighty (180) consecutive calendar days by a successive uninterrupted appointment. This category excludes transient employees

(employees appointed under Civil Service Rule 4.1(d)1)

21. Work Schedule is the timeframe in which employees normally work daily that is approved in advance by their department head or designee.
22. Parental Leave is leave for the birth of a child or placement of a child under the age of 18 with the employee for adoption or foster care. Parental leave is base pay only and does not include supplemental pay. Parental leave is effective for qualifying events on or after January 1, 2024, and can be taken up to 240 hours within 12 weeks after the qualifying event.

### III. ATTENDANCE AND CERTIFICATION OF TIME

University employees shall not absent themselves from their duties without proper authorization. The employee's direct supervisor is responsible for receiving and reviewing all requests for absences, and for approving or rejecting such requests in a timely manner pursuant to university policy. If the employee has no paid leave available, any approved absence shall be charged as leave without pay. If an employee fails to submit leave for approval, any leave taken must be administratively deducted from their leave record. The direct supervisor and/or department head or their designee shall ensure that the department keeps accurate leave records and reports on all departmental employees regarding leave accrued, leave taken, and leave denied.

#### General Provisions

##### 1. Work Hours and Breaks

- a. The University's standard business/office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Some departments may require a deviation from this standard, such as 8:30 a.m. to 5:00 p.m. to meet operational needs.
- b. The University provides employees two (2) fifteen (15)-minute breaks, or rest periods, per day- preferably around the middle of each half-shift (i.e., for office staff, mid-morning, and mid-afternoon). Time for these breaks cannot be combined, nor should it be used to extend a lunch period or shorten a scheduled workday. No charge is made to paid leave or leave without pay for such breaks.
- c. Work and leave time for all employees must be accounted for to ensure compliance with the Affordable Care Act.
- d. Employees within three years of retirement or DROP eligibility may attend one state-sponsored retirement workshop without charge to annual leave. Employees may request annual leave to attend additional state-sponsored retirement workshops. (Deferred Retirement Option Plan (DROP) information, including eligibility, can be found on [TRSL's website](#) or by contacting the Benefits Office at [nohrmbenefits@lsuhsc.edu](mailto:nohrmbenefits@lsuhsc.edu).)
- e. Classified employees may be charged LWOP for tardiness greater than six (6) minutes.

##### 2. Maintenance of Time and Leave Records

- a. The department head shall ensure that individual work schedules are adhered to in the department for all employees (Full and Part-time).
- b. All SF-6 Application for Leave forms, monthly reconciliations, and any other related time and/or leave documents should be retained in accordance with the [University's Records Retention and Disposition Policy](#).

- c. When employees transfer to another department within the University, all original attendance and leave records, including but not limited to SF-6 Application for Leave forms, are maintained in the original department in accordance with the University's Retention Policy.
  - d. No employee shall approve or maintain original records for his/her own leave.
  - e. Leave balances are subject to review and adjustment, including recoupment/payment of resulting overpayment/underpayment, as outlined in [Chancellors Memorandum 57 \(CM-57\) Policy for Recoupment of Overpayments](#), at any time to ensure the University's compliance with PM-20, Civil Service Rules, and related Louisiana Revised Statutes.
3. Certification of Time
- Academic and Unclassified-Exempt Employees must electronically certify their time worked and leave taken each month; Supervisors are required to electronically approve these certifications. If an employee is unable to certify, Supervisors can still complete their required certification by selecting an override reason (transfer, termination, extended leave, FMLA) and adding a comment explaining the need for the override. When the employee returns, they can certify for previous months. Employees receive monthly email reminders to certify according to the following schedule:
- a. 5th of each month – Employees receive an email notification requesting they electronically sign their attendance certification statement.
  - b. 9th of each month – Employees who have not yet certified their monthly attendance will receive an email reminder.
  - c. 11th of each month - Supervisors will receive an email notification to certify attendance for each of their direct reports. The email will provide the status of each direct report's certification.
  - d. 14th of each month - Supervisors failing to certify for one or more employees will receive a reminder.
  - e. 15th of each month - Employees failing to certify receive an Overdue Notice. Their supervisor is also notified that the employee's certification is overdue.
  - f. 20th of each month – Supervisors failing to certify for their direct reports receive an Overdue Notice. Their immediate supervisor also receives a notice.
  - g. 25th of each month – HR is notified of all employees and supervisors who have not certified.
4. Classified & Unclassified-Non-Exempt Biweekly Employees – are responsible for certifying the accuracy of their attendance and leave record by signing a Time Detail Report at the end of each pay period. Supervisors and/or Timekeepers are responsible for reviewing the reports and ensuring the reports are completed, signed, and accurate. Additionally, the supervisor is required to sign the Time Detail Report certifying that this review was conducted.
- a. All entries should be recorded by the end of business on the Monday of payroll week which can be found on the [payroll processing schedule](#). Entries not recorded by Monday, must be emailed to the Payroll Department [noacctpayroll@lsuhsc.edu](mailto:noacctpayroll@lsuhsc.edu) by Wednesday morning of the payroll week.
  - b. When a Holiday falls on Monday, all entries are required by Tuesday at noon.

#### IV. LEAVE PROVISIONS

##### 1. Eligibility

- a. Leave accrual for academic and unclassified employees on fiscal pay basis begins with the paid appointment or continuation at greater than 50% effort that extends employment beyond one hundred eighty (180) days (Note: Contingent employees do not accrue annual leave). Effective January 1, 2022, regular employees on a Period of Appointment that exceeds one hundred eighty (180) days are eligible, based on the percent of effort, to accrue leave in accordance with the policies and procedures as stated in this policy.
- b. Classified employees begin accruing leave from their first day of appointment on a regular tour of duty (Note: Classified employees do not accrue leave while serving on a restricted appointment or on intermittent appointment).

##### 2. Annual Leave Accrual Schedule

- a. Annual leave is allotted on two schedules. Each new eligible academic and unclassified employee must choose their Annual Leave Accrual Schedule from either the LSU System Schedule or the Civil Service Schedule. The choice must be made, in writing, within thirty (30) days of their appointment and is irrevocable. Academic and unclassified employees who fail to submit their choice in writing will default into the LSU System Schedule.
- b. Classified employees will accrue annual leave based on the Civil Service Schedule.

LSU SYSTEM SCHEDULE			CIVIL SERVICE SCHEDULE	
Years of Service	Accrual Rate/month	Maximum Leave Balance	Accrual Rate/month	Maximum Leave Balance
0-3	14 hours	176 hrs./22 days	8 hours	No limit
3-5	14 hours	176 hrs./22 days	10 hours	No limit
5-10	14 hours	176 hrs./22 days	12 hours	No limit
10-15	14 hours	No Limit	14 hours	No limit
15 and over	16 hours	No Limit	16 hours	No limit

##### 3. Use of leave

- a. The minimum initial charge to leave records shall not be less than one-half (1/2) hour. Beyond the first one-half (1/2) hour, annual leave may be taken in quarter-hour (1/4) increments. In the case of Family and Medical Leave (FMLA), the minimum charge to annual leave (and sick leave as well) and subsequent increments may be as little as one-tenth (0.1) of an hour, or six (6) minutes.
- b. Employees on a fiscal pay basis who were first employed or were reemployed by LSU after a break in service January 1, 1999 or later, and whose percent of effort drops to

fifty percent (50%) or below, cease to accrue and are not eligible to use annual leave for the duration of the period they are appointed equal to or less than fifty percent (50%) effort. When/if the employee returns to greater than fifty percent (50%) effort, they will begin to accrue and are eligible to use leave again.

- c. The advancement of annual and/or sick leave is not permitted. Leave that has not yet been accrued cannot be requested.

4. Leave Accrual

- a. Employees earn leave based on their percentage of effort (Full Time Equivalency).
  - i. Effective December 8, 1998, employees' percent of effort must be fifty-one percent (51%) or more to be eligible to accrue leave.
  - ii. Employees in paid status and hired prior to December 8, 1998, are "grandfathered" and will continue to earn leave and service credit for leave earning purposes based on their actual percent of effort (even when converting back and forth with percent of efforts). This grandfather status ends at the time of separation, for any reason, including terminating and being rehired as Gratis on the same day.
- b. Unclassified Non-Exempt (biweekly) employees will accrue leave on a bi-weekly basis. Bi-weekly accruals accumulate at the corresponding monthly rate, i.e., a leave rate of fourteen (14) hours per month is calculated as 6.461538 hours per pay period.
- c. Eligible, Salaried, monthly employees accrue leave monthly.
  - i. At least one-half (1/2) of the working days in the calendar month, but less than the entire month, will accrue a half-month's leave credit.
  - ii. Fewer than one-half (1/2) of the working days in the calendar month will accrue no leave for that month.
- d. For leave accrual purposes, years of service (internally referenced as benefit service date) is based on full-time equivalent state service in eligible pay status. As an employee's years of service increase, the leave accrual rate will increase according to their elected Leave Accrual Schedule
- e. No sick or annual leave is accrued while the employee is on sabbatical leave, educational leave of absence, leave without pay or a gratis appointment.

5. Status of Annual Leave upon Change in Percent Effort - academic and unclassified employees

- a. Employees on a fiscal pay basis who were first employed or were reemployed by LSU after a break in service January 1, 1999, or later, and whose percent of effort drops to fifty percent (50%) or below, cease to accrue and are not eligible to use annual leave for the duration of the period they are appointed for less than 51% effort. When/if the employee returns to fifty-one percent (51%) or greater effort, they will begin to accrue and are again eligible to use leave.

6. Restoration of Leave balance upon Reemployment - all employees

- a. Reemployment after resignation or layoff: all annual and sick leave accrued by an employee for which payment was not made upon separation will be credited to the employee if reemployed in a leave-accruing status by the University System within a period of five (5) years after date of separation, provided that separation was not made for cause (disciplinary action).
- b. Reemployment after retirement: unused unpaid annual leave will not be



credited to individuals reemployed after retirement from LSU or any other state agency.

7. Payment of Leave upon Separation

- a. Terminal payment for unused annual leave may not exceed an amount representing three hundred (300) hours.
- b. Employees are not paid terminal leave for sick leave.
- c. Employees retiring from ORP or TRSL will receive payment of unused sick leave not to exceed two hundred (200) hours.
- d. Employees terminating employment at LSUHSC-NO and transferring to another state agency have a responsibility to notify HRM of the transfer. HRM will determine if the employee's leave balance will be transferred to the new state agency and not paid out.

8. Changes with anniversary date of appointment

- a. An **academic** or **unclassified exempt** employee whose anniversary date of appointment falls on:
  - i. the 1st through the 15th of a month will accrue leave at the higher rate for the entire month,
  - ii. from the 16th through the end of a month will accrue leave at the present rate for that month and will begin to accrue at the higher rate the following month.
- b. For **classified** or **unclassified non-exempt** employees, leave accrual rates increase within the pay period the benefit service date falls.

9. Certification Required When Using Sick Leave

- a. An employee who is absent from work because of illness or disability or other circumstances for which sick leave is appropriate shall immediately report the absence to a designated department official, and upon return to duty, file written certification for the amount of sick leave taken.
- b. Except in the case of Family and Medical Leave, the following shall apply:
  - i. **Classified employees** absent from work for two (2) consecutive work days or less, will not normally be required to provide certification; however, if the employee is absent for more than two (2) consecutive work days, but not more than five (5) consecutive work days, the supervisor may require certification from a registered physician or other acceptable proof of illness; any employee absent for more than five (5) consecutive work days will be required to submit written certification from a registered physician or other acceptable proof of disability. The employee must be advised, in advance, that written certification is required or in sufficient time to allow the employee to produce the certification. The need for written proof of short-term illness, including those of two (2) days or less, will be determined by the employee's attendance record and other matters of which the supervisor may have knowledge.
  - ii. **Academic and unclassified employees** are required to provide a doctor's certificate for periods of absence exceeding five (5) consecutive working days. As justified, certificates may be required for shorter time periods.
- c. The abuse of sick leave privileges may result in sick leave sanctions and/or disciplinary action regardless of the length of absence. Such sanctions require employees to present a medical certification for any period of absence. Sick leave

sanctions may not be imposed for leave covered by the Family and Medical Leave Act. All sick leave sanctions require HRM approval. *All medical documentation should be submitted directly to the Office of Human Resource Management and not maintained in the employee's departmental file.*

## V. HOLIDAYS

LSUHSC-New Orleans observed holidays, which may differ from those of other state agencies or LSU campuses, are communicated in [Permanent Memorandum 5- Holiday Schedule](#).

University employees providing services at a non- LSUHSC-NO facility shall follow the holiday schedule of that facility when required pursuant to the terms and conditions of any applicable and governing contract.

1. Eligible Employees- Academic, Unclassified and Classified employees shall be eligible for compensation on holidays observed, with the following exceptions and specifications:
  - a. Employees on a restricted or temporary appointment are not eligible to receive holiday pay.
  - b. Employees otherwise eligible for holiday pay must be in an active pay status on the last normal workday immediately preceding a scheduled holiday, or on the first normal workday after the holiday, in order to receive pay for the holiday. Employees on leave without pay (LWOP) immediately preceding and immediately following the holiday period shall not receive pay for the holiday.
  - c. For activities that have employees on shift assignments or at work during holiday periods, Supervisors may adjust work schedules or holiday time to provide necessary services. It is intended that the same number of holidays be granted to all employees. If a holiday falls on an employee's day off, it will be necessary to provide a "designated holiday" on the next closest working day.
  - d. La. R.S. 1:55 B (4) provides holiday pay for part-time employees as follows: "When one or more holidays or half-holidays fall on a full-time employee's regular day off, his holiday shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated by the head of the agency. Part-time employees having a regular work schedule will receive benefits in a similar manner as full-time employees except that their benefits will be prorated to the number of hours normally worked."
    - i. Supervisors should generally grant the employee the same number of hours of "holiday" that would be charged if the employee were to be absent on that day during a non-holiday period. For example, if an employee works four (4) ten (10)-hour days, is off on Fridays, and the holiday falls on a Friday, the employee will have the next closest workday designated as a holiday. If an employee works four (4) nine (9)-hour days, four (4) hours on Fridays, and the holiday falls on a Friday, the employee would be off on Friday. The employee would not be granted extra holiday hours on another day.
    - ii. When a part-time employee does not have a regular schedule and a holiday falls on a scheduled day off, the employee would have the next closest workday designated as a holiday and receive holiday pay as described above. However, if the holiday falls on a scheduled workday that week, the employee



shall receive the same number of hours of holiday pay that he or she is scheduled to work.

- e. Payroll is responsible for the method for calculating holiday pay for part-time employees.

## 2. Holidays Not Included on the Schedule

Faculty and staff unable, because of religious belief, to work on a religious holiday not included on the holiday schedule, must provide that information to their supervisor or department head/chair in advance of the holiday. Supervisors must notify the HRM Employee Relations Section ([nohrmlabrel@lsuhsc.edu](mailto:nohrmlabrel@lsuhsc.edu)) of all such requests in advance to ensure compliance with all state and federal regulations. Annual leave, leave without pay or adjusted work schedules should be approved for these requests unless doing so creates an undue hardship upon the employing unit.

## 3. Separation on Holidays

Employees who are leaving the University work force are eligible for holiday pay if:

- a. They are otherwise eligible for holiday pay; and
- b. They are in a pay status the last working day before the holiday(s) except if the holiday crosses into the next pay period for salaried employees, such as in the case of Christmas/New Year's holiday when the separation would be effective December 31. This would be similar for classified and unclassified non-exempt employees.

## VI. PARENTAL LEAVE

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

### 1. Eligibility

- a. Parental leave is only available to employees in leave-earning positions on the date of the qualifying event on or after January 1, 2024.
- b. Parental leave is only available to employees who, on the date of the qualifying event, have been employed by the State for at least 12 months and who have actually worked at least 1250 hours in the 12 months preceding the parental leave request.
- c. Parental leave is only available to the legal parents, adoptive parents or foster parents of the child for whom parental leave is taken when said parents have an active and on-going role in parenting the child and are taking leave for one of the qualifying purposes outlined below. For purposes of this policy, a legal parent is a person having a genetic relationship to the child or filiated to the child through legal presumption or assisted reproductive technology.

### 2. Qualifying Purposes

- a. Parental leave is an opportunity for a legal, adoptive or foster parent to bond with the child for whom leave is taken or for adoptive or foster parents to attend post-placement court proceedings or mandatory meetings related to adoption or foster placement.
- b. For the purpose of this policy, a need to bond with the child exists when

there is a new relationship between the parent and child and the unclassified employee or appointee will spend time with the child to create an ongoing mutual attachment.

- c. This policy does not apply where a relationship resembling parent-child already exists and the primary change is the legal nature of the relationship. (e.g., foster parent to adoptive parent and intra-family adoptions such as adoptions by step-parents).

3. Parental Leave Conditions

- a. Parental leave is available for use only during the 12 weeks (84 calendar days) immediately following the commencement of the qualifying event.
- b. Parental leave is available for use commencing on the first date of a qualifying event and for only as much of the parental leave period as the employee is engaged in a qualifying purpose.
- c. Parental leave may be used continuously or intermittently, in accordance with the need.
- d. Unless LSU determines that an employee is utilizing parental leave in violation of this policy, LSU shall not reduce the parental leave period authorized herein nor interfere with an eligible employee's use of parental leave as set forth herein.
- e. Full-time employees shall be compensated at the rate of 100% of the employee's base pay for a period not to exceed 240 hours during the available 12-week period;
- f. Part-time unclassified employees and appointees shall be compensated a maximum of the rate of 100% of their base pay for a period not to exceed six weeks based upon the average number of hours worked per week in the six months immediately preceding the commencement of parental leave (e.g., if an individual works an average of 25 hours per week during the six month look-back period, the employee shall be eligible to receive up to the employee's base pay for 25 hours per week for six weeks).
- g. Parental leave may not be donated to another employee or leave pool.
- h. Unused parental leave may not be reserved for use during a subsequent qualifying event nor shall it be paid out to the employee if unused or not fully exhausted.
- i. Parental leave is not intended to provide any form of paid or unpaid leave after exhaustion of 240 hours (or the appropriate allotment for part-time employees) provided by this policy. Additional leave, if any, must be taken under the provisions of another rule, law or policy.
- j. At least 12 months shall elapse from the beginning of one parental leave period until an employee is eligible for another parental leave period. For a new parental leave period, there shall be a new qualifying event on or after the 12-month waiting period and the eligibility requirements of Section VII.A. shall be satisfied as of the date of the new qualifying event.
- k. Eligible employees utilizing parental leave for occurrences also qualifying under the Family and Medical Leave Act ("FMLA") must use FMLA leave concurrently with parental leave.
- l. When both parents to the child for whom parental leave is taken are

- employed in the state service, each is entitled to utilize a full 240-hour (or the appropriate allotment for part-time employees) parental leave period.
- m. In using parental leave, employees shall follow LSU Health's customary leave practices. That is, as practicable, advance notice of leave needs shall be provided and leave approved prior to use.
  - n. An employee's use of parental leave in accordance with this policy shall not, in itself, have a negative impact upon their employment relationship. Employees utilizing parental leave in a manner violating this policy may be disciplined, including the possibility of separation or dismissal.
  - o. Prior to granting parental leave, eligible employees must complete the Parental Leave request form and must provide acceptable proof in support of their request, such as a birth certificate or insurance certificate confirming their relationship to the child for whom parental leave is requested, or proof of attendance at court proceedings or other mandated meetings related to adoption or foster placement. LSU Health will not require that an employee produce medical records or scientific evidence to prove paternity.

## VII. RESPONSIBILITIES

1. All employees must read and follow [Permanent Memorandum 20 \(PM-20\) – Leave Policies for Academic and Unclassified Employees and Classified Personnel](#) and this *Attendance and Leave Policy*, which includes specific instructions and responsibilities.
2. Employees (Academic, Unclassified and Classified) are responsible for completing and submitting an SF-6 Application for Leave to their immediate supervisor/department head in advance of taking all types of leave (e.g., Annual, Sick, LWOP, Funeral, Educational, Military, and Civil). Unclassified and Academic employees paid on a monthly schedule must complete and submit an online SF-6 Application for Leave. Classified and unclassified non-exempt employees paid on a biweekly schedule must complete and submit the [SF-6 Application for Leave form](#).
  - a. If an employee has been absent due to unforeseen illness and/or other circumstances, the SF6 Application for Leave (i.e., online or form as applicable) must be completed immediately upon their return to work.
  - b. Incorrect leave slips or SF-6 submittals must be corrected prior to leave being taken and/or immediately upon returning to work.
3. Department Heads / Supervisors are responsible for ensuring that employees under their supervision submit a timely and accurate SF-6 Application for Leave (i.e., online or form as applicable) for all leave (e.g., Annual, Sick, LWOP, Funeral, Educational, Military, and Civil) in advance of the time requested.
  - a. For all approved leave, the supervisor should ensure approval is appropriately documented (i.e., signed) on the online SF-6 Application for Leave or on the SF-6 Application for Leave form.
  - b. For situations in which prior notification is not possible (e.g., unforeseen illness), the supervisor should ensure that employees complete the SF-6 Application for Leave (i.e., online or form, as applicable) immediately upon returning to work. If the leave will be for an extended period of time, the supervisor/department head can submit a leave request on behalf of the employee. The employee will be required to sign the leave form upon their return from leave.

- c. Department Heads are responsible for notifying Human Resource Management immediately upon an employee's change in percent of effort; separation due to termination, retirement, or death; and/or LWOP instances.
- i. Change in Percent of Effort  
Immediately upon notification of employees changing percent of effort, submit a PER-3 and send an email with the following information to [HRMFTECHANGES@lsuhsc.edu](mailto:HRMFTECHANGES@lsuhsc.edu)
- Employee Name
  - Employee ID
  - Job Title
  - Current FTE
  - New FTE
  - Effective Date
- ii. Separation Due to Termination  
Terminations, except for Gratis employees & Retirees, are entered using the [Electronic Termination process](#). Retirees will be entered by the Office of Human Resource Management and notice to the department will be made. For Gratis employees, continue to send notification of separation on the PER-3 form.
- iii. Leave Without Pay (LWOP)  
-Timely notification is business critical and the responsibility of both the employee and the Supervisor/Department Administration. Timely notifications mitigate the University's risk of overpayments and over accruals to the employee. Timely notification should align with the [Payroll Processing Schedule](#).  
-Send an email to [HRMLWOP@lsuhsc.edu](mailto:HRMLWOP@lsuhsc.edu) when LWOP is taken for fifteen (15) consecutive working days or more for **classified or unclassified non-exempt** employees.
- Employee Name
  - EMPLID
  - Job Title
  - Work Schedule (especially important for part-time employees)
  - LWOP Date(s)
- Send an email to [HRMLWOP@lsuhsc.edu](mailto:HRMLWOP@lsuhsc.edu) on day 1 of LWOP being taken for **Academic and unclassified exempt** employees.
- Employee Name
  - EMPLID
  - Job Title
  - Work Schedule (especially important for part-time employees)
  - LWOP Date(s)
4. Human Resource Management – is responsible for ensuring leave is accurately adjusted and recorded in PeopleSoft from timely notifications, accruals are adjusted timely as necessary, and all employees' benefit service dates are adjusted appropriately. Additionally, Human Resource Management shall be responsible for creating, maintaining,

and distributing procedures related to employees' attendance and leave and for creating and implementing procedures for identifying employees on Periods of Appointment who become eligible to earn leave.

#### **VIII. LEAVE OF ABSENCE WITHOUT PAY**

1. Reporting of Leave Without Pay- timely notification is business critical and the responsibility of both the employee and the Supervisor/Department Administration. Timely notifications mitigate the University's risk of overpayments and over accruals to the employee. Timely notification should align with the [Payroll Processing Schedule](#).
  - a. **Classified or unclassified non-exempt** employees should submit a paper [SF-6 Application for Leave form](#) requesting leave without pay. **Supervisor/Department Administration** should send an email to [HRMLWOP@lsuhsc.edu](mailto:HRMLWOP@lsuhsc.edu) when LWOP is taken for fifteen (15) consecutive working days or more which should include:
    - Employee Name
    - EMPLID
    - Job Title
    - Work Schedule (especially important for part-time employees)
    - LWOP Date(s)
  - b. **Academic and unclassified exempt** employees should submit an electronic SF-6 request through PeopleSoft self-service. **Supervisor/Department Administration** should send an email to [HRMLWOP@lsuhsc.edu](mailto:HRMLWOP@lsuhsc.edu) as soon as they become aware that an employee will be taking Leave Without Pay which should include:
    - Employee Name
    - EMPLID
    - Job Title
    - Work Schedule (especially important for part-time employees)
    - LWOP Date(s)
  - c. Since supplement pay is part of total compensation, it should also be considered for any LWOP calculations.
  - d. An employee's Benefit Service Date will be adjusted if LWOP is taken for more than thirty (30) days.
  - e. Leave without pay dates not recorded timely will result in an overpayment calculation in accordance with [CM-57, Policy for Recoupment of Overpayments](#).

#### **IX. WORKERS' COMPENSATION**

1. When an employee is absent from work due to disabilities for which he/she is entitled to Workers' Compensation, the employee must use sick and annual leave payments to supplement Workers' Compensation payments to the equal of the regular salary. The employee will have an opportunity to buy back the amount of leave equivalent to the value of the Workers' Compensation check.
2. Employees on Workers' Compensation must use sick leave concurrently. Upon exhaustion of sick leave, annual leave must be used.

3. In accordance with the [Incident and Accident Reporting and Investigation Policy](#), if the employee incurs medical costs due to the accident, the supervisor shall report the injury to HRM immediately by phone at (504)-568-7780 or email to [HRMFMLA@lsuhsc.edu](mailto:HRMFMLA@lsuhsc.edu).
4. Please refer to the [Workers' Compensation](#) section of the Office of Human Resource Management's webpage for additional information.

#### **X. FAMILY AND MEDICAL LEAVE (FMLA)**

1. Employees on an approved FMLA leave must use sick leave concurrently with the FMLA entitlement. Upon exhaustion of sick leave, annual leave must be used. Approved FMLA designations are made through the Office of Human Resource Management after receiving the required Medical Certification forms from the employee and their certifying medical provider.
2. It is the responsibility of the department to monitor and track FMLA hours throughout the leave period and notify the Office of Human Resource Management upon exhaustion of FMLA. Once employees reach the maximum benefit of four hundred eighty (480) FMLA hours (or one thousand and forty (1,040) FMLA hours in cases of Military Caregiver Leave), no additional FMLA leave hours should be entered into PeopleSoft.
3. For FMLA due to employees' own illnesses, it is the responsibility of the department to ensure that the Office of Human Resource Management has received a Return-to-Work Clearance form prior to allowing an employee to resume work.
4. Notice Requirements
  - a. Advance Notice Requirement: Employees are required to provide thirty (30) days advance notice unless the qualifying event is unforeseeable or a medical emergency.
  - b. Notice to Human Resource Management: Departments must report all notifications of FMLA to Human Resource Management at [HRMFMLA@lsuhsc.edu](mailto:HRMFMLA@lsuhsc.edu), ideally, within one to two (1-2) business days of receipt of the notice.
5. Please refer to [Chancellor's Memorandum 50 \(CM-50\) – Family and Medical Leave Policy](#) for additional information.

#### **XI. REFERENCES**

[Permanent Memorandum 20 \(PM-20\) – Leave Policies for Academic and Unclassified Employees and Classified Personnel](#)  
[LSU System Bylaws and Regulations of the Board of Supervisors, Chapter III, Section 3-3](#)  
[Chancellor's Memorandum 50 \(CM-50\) – Family and Medical Leave Policy](#)  
[Louisiana Department of State Civil Service](#)  
[Permanent Memorandum 5- Holiday Schedule, Military Preparedness Policy and Procedures](#)  
[Records Retention and Disposition Policy](#)  
[Chancellor's Memorandum 73 \(CM-73\)- Remote Work Policy](#)  
[Incident and Accident Reporting and Investigation Policy](#)  
[Chancellors Memorandum 57 \(CM-57\) Policy for Recoupment of Overpayments](#)