



Classified Leave Policy

Policy Statement

Southeastern Louisiana University provides eligible employees with leave (time off) in accordance with state and federal laws, UL System policy, and University policy.

Purpose of Policy

To provide employees with information and guidance on the availability of all types of paid and unpaid time off.

Applicability

This policy applies to classified employees only.

Policy Procedure

ANNUAL AND SICK LEAVE

Annual Leave: Leave with pay granted an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, or transaction of personal affairs.

Sick Leave: Leave with pay granted an employee who has a medical condition which prevents him/her from performing his/her usual duties and responsibilities and/or who requires medical, dental, or optical consultation or treatment, including annual physical exams.

Earning of Annual and Sick Leave

Annual and sick leave shall be earned by each full-time and each part-time classified employee who has a regular tour of duty, except that no employee shall earn annual or sick leave while serving on an intermittent appointment or on a WAE appointment.

The earning of such leave shall be based on the eq(in7-3.2(l)-3.3(-)0.7)-6 3(Tc 0.06(n)-0.7(t)-5.9(h)8(m)-6.3(p)2.2(lo)4.2(y)-4.5(e) SERVICE

	AMOUNT EARNED PER HOUR WORKED	HRS/PAYPERIOD BASED ON 80 HOURS WORKED	DAYS/ YEAR
Less than 3 years	.0461	3.6880	12
3 but less than 5	.0576	4.6080	15
5 but less than 10	.0692	5.5360	18
10 but less than 15	.0807	6.4560	21
15 or more	.0923	7.3840	24

1. An employee returns to work for the first time after retirement or
- 2.

8. A classified employee's and appointee's use of parental leave in accordance with this Order and agency policy shall not have a negative impact upon their employment relationship. Classified employees and appointees not utilizing parental leave in accordance with this Order and /or in violation of agency policy may be disciplined, including the possibility of termination.

H. Establishing Eligibility for Parental Leave:

1. Prior to granting parental leave, an appointing authority shall have the requesting classified employee or appointee complete the request form developed by State Civil Service.
2. In addition to this request form, an appointing authority may require an classified employee or appointee requesting parent leave to produce 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. An appointing authority shall not require that a classified employee or appointee produce medical records or scientific evidence to prove paternity.

LEAVES OF ABSENCE

A Leave of Absence without Pay (LWOP) is time off from work without pay granted by an appointing authority or imposed by an appointing authority for an unapproved absence.

LWOP may be requested by an employee listing the reasons needed, the duration of the leave, and obligations of the employees during the period requested. Employees on leave without pay for more than ten working days in any month are responsible for the employer portion of any match on health and life insurance premiums unless they are on FMLA Leave. Leaves of absence without pay may be granted for maternity leave or to care for an ill family member under FMLA.

During a period of LWOP, benefits associated with pay status are affected unless on FMLA leave. Insurance coverage may be continued by making advance payments of the full premiums. Tax-

Compensation and Benefits

Crisis leave will be awarded hour for hour regardless of the giving or receiving employee's rate of pay.

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

In accordance with Civil Service Rule 11.5 (a) employees on crisis leave will not accrue annual or sick leave while using donated leave from the Crisis Leave Pool. Payroll will adjust their automatic leave earnings accordingly.

Appeals

The decision to approve or deny crisis leave by the Crisis Leave Committee is final and not subject to appeal.

References: Act 1008, 1992 LA Legislature
 SCR 54, 1997 LA Legislature
 Civil Service Rule 11.34, Crisis Leave Policy
 Civil Service Rule 11.5 (a) Earning of Annual Leave and Sick Leave

[End of Policy]