Human Resource Management
Attendance and Leave Policy

EFFECTIVE DATE: 4/01/2014

PURPOSE: The purpose of the LSU Health New Orleans Attendance and Leave Policy is to provide campus-level clarification of the application of LSU System policies and bylaws governing attendance and leave.

GOVERNING/RELATED POLICIES: 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

DEFINITIONS:

Chargeable Leave: Leave taken which reduces accrued leave balances

Non-chargeable Leave: Leave taken which does not reduce accrued leave balances

LWOP: Leave without pay

Regular Unclassified Employee: Unclassified employee whose appointment is for the period of more than 180 calendar days or who has been employed for more than 180 consecutive calendar days by a successive uninterrupted appointment. This category excludes transient employees (employees appointed under Civil Service Rule 4.1(d)1).

Work Schedule: the timeframe in which an employee normally works on a daily basis which is approved in advance by their Manager/Supervisor.

POLICY STATEMENT: All academic, unclassified and classified staff shall comply with all State regulations, LSU System and University policies and procedures related to employees’ attendance and leave.

POLICY PROVISIONS:

General Provisions:

- Employees must be in leave earning status in order to use accrued leave.
- Employees earn leave based on their Percent of Effort (Full Time Equivalency).
- Effective December 8, 1998, employees’ Percent of Effort must be 51% or more to be eligible for accruing leave unless covered by the Grandfather Exception included herein.
  - Prior to the PM-20 revision dated December 8, 1998, all employees accrued leave at their percent-of-effort regardless of that percentage. Therefore, all 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 percent-of-effort (even when converting back and forth with percent-of-efforts.)

- If an employee terminates for any reason, they are no longer “grandfathered”, including terminating and being rehired the same day as Gratis.

• The advancing of annual and sick leave is not permitted.
• Employees on Worker’s Compensation or FMLA must use annual leave, if available, upon the exhaustion of sick leave.
• If an employee is tardy but has reported and is available for work, that employee cannot be prevented from working until a certain time and have leave enforced on them.
• The minimum initial charge to the leave record for faculty and unclassified employees is one-half (1/2) hour, and all leave over this is charged in quarter (1/4) hour increments (e.g. .25, .50, .75). Charges to leave for classified employees are in one-tenth (1/10) hour increments.

Maintenance of Time and Leave Records

• The department head shall ensure that individual work schedules are maintained in the department for all employees (Full and Part-time).
• All applications for leave, monthly reconciliations, and any other related time and/or leave documents should be retained in the department in accordance with the University’s retention policy.
• If an employee transfers to another department within the University, all original attendance and leave records including but not limited to Application for Leave forms should be maintained in the original department in accordance with the University’s retention policy.
• No employee shall approve or maintain original records for his/her own leave.
• Leave balances are subject to review and adjustment, including recoupment/payment of resulting overpayment/underpayment, at any time to insure the University’s compliance with PM-20, Civil Service regulations, and related Revised Statutes.

Certification of Time

Academic and Unclassified Employees – are required to report and certify leave taken each month on the Monthly Faculty and Salary Staff Leave Attendance form. Employee and supervisor signatures are required
on the Monthly Faculty and Salary Staff Leave Attendance form. “Signature on File” and stamps are not permitted.

**Classified 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 are responsible for reviewing the reports and ensuring they are completed, signed, and accurate. Additionally, the Supervisor is required to sign certifying that this review was conducted.

**Holidays – Academic, Unclassified and Classified**

Paid holidays are granted in accordance with [Permanent Memorandum 5 – Holiday Schedule](#), except:

- Employees on a restricted or temporary appointment
- Employees on leave without pay immediately preceding and immediately following the holiday period.

Faculty and staff unable to work on a religious holiday, because of religious beliefs, should contact their immediate Supervisor/Department Head in advance of the holiday. All requests should be discussed with the HR Employee Relations Department in advance to ensure compliance with all state and federal regulations.

LSUHSC-NO employees providing services at a non-LSUHSC-NO facility, shall follow the holiday schedule of that facility when required in the terms and conditions of the contract.

Human Resource Management is responsible for the method for calculating holiday pay for part-time employees.

**Responsibilities**

All faculty and staff are required to read and become knowledgeable of the Attendance and Leave Procedure Manual which includes specific instructions and responsibilities.

**Employees (Unclassified, Faculty, and Classified)** - are responsible for completing and submitting a University Application for Leave form to their immediate supervisor or department head in advance of taking all types of leave (e.g. Annual, Sick, Leave without Pay, Funeral, Educational, Military, and Civil).

In situations in which an employee has been absent due to unforeseen illness and/or other circumstances, the Application for Leave must be completed immediately upon the employee’s return to work.
Supervisors - are responsible for ensuring that employees under their supervision submit a completed University Application for Leave form for all leave (e.g. Annual, Sick, Leave without Pay, Funeral, Educational, Military, and Civil) in advance of approval.

For all approved leave, the supervisor should ensure approval is appropriately documented (i.e. signed) on the leave form prior to forwarding to the timekeeper.

For situations in which prior notification is not possible (e.g. unforeseen illness), the supervisor should ensure that the employee completes the Application for Leave form immediately upon returning to work.

Supervisors are responsible for certifying that leave taken is reported to Human Resource Management.

Department Heads (or Designees) - 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.

Human Resource Management - is responsible for ensuring leave is accurately recorded in PeopleSoft, accruals are appropriately adjusted when necessary and adjusted timely, and all employees’ adjusted service dates are adjusted appropriately. Additionally, Human Resource Management shall also be responsible for creating, maintaining, and distributing procedures related to employee’ attendance and leave.