

ANNUAL LEAVE ELECTION FORM

Effective January 1, 1994, academic and unclassified employees appointed on a fiscal year basis will elect either the LSU Schedule or the Civil Service Leave Accrual Schedule. THIS SELECTION IS IRREVOCABLE and must be made within the first thirty days of employment.

LSU SCHEDULE

I elect to earn annual leave at the University accrual rate based on 14 hours per month for full-time employment up to a maximum of 176 hours until I reach 10 years of full-time equivalent state service. After 10 years of service there is no limit on hours accumulated.

CIVIL SERVICE SCHEDULE

I elect the Civil Service, which provides accrual of annual leave based on years of service and which has no limitation on hours accumulated.

PRINT NAME

SOCIAL SECURITY #

SIGNATURE

DATE