Human Resource Management
Attendance and Leave Policy

EFFECTIVE DATE:  January 1, 2016, December 4, 2018

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 for academic, unclassified, and classified employees.

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; Chancellor’s Memorandum 50 (CM-50) – Family and Medical Leave Policy; Louisiana Department of State Civil Service

DEFINITIONS:

Chargeable Leave: Leave taken which reduces accrued leave balances

Non-chargeable Leave: Leave taken which does not reduce accrued leave balances, i.e. special leave

Regular Appointment: An employee whose appointment (Period of Appointment) is for a period of more than 180 calendar days or who has been employed for more than 180 consecutive calendar days by a successive uninterrupted appointment

LWOP: Leave without pay; unpaid leave

NBU: Pay group for LSUHSC-NO unclassified, non-exempt employees

Work Schedule: Timeframe in which employees normally work on a daily basis that is approved in advance by their department head or designee

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

POLICY PROVISIONS:

General Provisions:

- Work Hours and Breaks
  - The University’s standard business/office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday. Some departments may require a deviation from this standard to meet operational needs. Department heads must submit in memorandum format, schedule changes to the HRIS Manager in Human Resource Management for review. The memorandum must include the
name(s) of affected employee(s), the proposed schedule, the reason for the change, and the respective Division Vice Chancellor/Dean’s signature approval (or designee).

- The University provides employees two 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 accrued, 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.

- Work and leave time for all employees must be accounted for to ensure compliance with the Affordable Care Act.
- Employees must be in leave earning status to use accrued leave.
- Regular employees on a Period of Appointment that exceeds 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.
- Employees earn leave based on their percent of effort (Full Time Equivalency).
- Effective December 8, 1998, employees’ whose percent of effort is 51% or more are eligible to accrue leave.
- 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.)
- Grandfather status ends at the time of separation, for any reason, including terminating and being rehired as Gratis on the same day.
- The advancing of annual and sick leave is not permitted.
- Employees on Worker’s Compensation must use sick leave concurrently. Upon exhaustion of sick leave, annual leave must be used.
- Employees on FMLA for their own serious health condition must use sick leave concurrently. Upon exhaustion of sick leave, annual leave must be used.
- Classified employees may be charged LWOP for tardiness greater than 6 minutes.
- Employees cannot be forced to use annual leave.
- The minimum initial charge to the leave record for academic 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.
- 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.
- LSUHSC-NO unclassified, non-exempt employees will accrue leave on a bi-weekly basis. LSUHSC-NO designated a new pay group, “NBU” to identify employees who accumulate leave in this manner. NBU’s leave is accumulated bi-weekly at the corresponding monthly rate, i.e., a leave rate of 14 hours per month is calculated as 6.461538 hours per pay period, for 26 pay periods.
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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 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 Retention Policy.
- 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.
- 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 ensure the University’s compliance with PM-20, Civil Service Rules, and related Louisiana Revised Statutes.

Certification of Time:

Academic and Unclassified Employees – are required to certify time and leave taken each month through an online email notification process. Employee and supervisor online approvals are required. The email notification life cycle is defined as follows:

- 5th of each month - an email notification will be sent to employees requesting that they electronically sign their attendance certification statement.
- 9th of each month – email reminder sent to those that have not yet certified.
- 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.
- 14th of each month - Supervisors failing to certify for one or more employees will receive a reminder.

NOTE: If the employee and/or supervisor have not certified by the 15th, overdue notices will be sent.

- 15th of each month - Employees failing to certify receive an Overdue Notice. Their supervisor is also notified that the employee’s certification is overdue.
- 20th of each month – Supervisors failing to certify for their direct reports receive an Overdue Notice. Their immediate supervisor also receives a notice.
- 25th of each month – HR is notified of all employees and supervisors who have not certified.

NOTE Supervisor Overrides: In the event that an employee is on extended leave and unable to certify, Supervisors can still complete their required certification by providing an override reason (transfer, termination, extended leave, FMLA) and comments explaining the need for the override. When the employee returns s/he can certify for previous months.
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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 the reports are completed, signed, and accurate. Additionally, the supervisor is required to sign the Time Detail Report 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 LWOP immediately preceding and immediately following the holiday period
- Employees who are separating from active State service and are not in a paid status before and after the holiday period
- For activities that have employees on shift assignments or at work during holiday periods, supervisors may adjust work schedules or holiday time to provide for 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.

Employees 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 Section 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.

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

Responsibilities:

All employees are required to read and become knowledgeable of the Attendance and Leave Procedures, which includes specific instructions and responsibilities.

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). Academic and Unclassified employees must complete and submit an online SF-6 Application for Leave. Classified employees must complete and submit the SF-6 Application for Leave form.

In situations in which employees have been absent due to unforeseen illness and/or other circumstances, the SF-6 Application for Leave (i.e., online or form as applicable) must be completed immediately upon their return to work.
Incorrect leave slips or SF-6 submittals, must be corrected prior to leave being taken and/or immediately upon returning to work.

**Department Heads/ Supervisors** – are responsible for ensuring that employees under their supervision submit a completed 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 approval.

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.

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 when he/she returns from leave.

Supervisors are responsible for certifying that leave taken is reported to Human Resource Management in a timely manner.

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. Department heads are also responsible for ensuring leave is reported and approved in a timely fashion.

**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 be responsible for creating, maintaining, and distributing procedures related to employees’ attendance and leave.