**EFFECTIVE DATE:** 1/01/2016

Revised: November 1, 2018

**PURPOSE:** The purpose of the LSU Health New Orleans Attendance and Leave Procedures is to provide procedural instruction to parties responsible for properly authorizing and accurately documenting leave in accordance with [Permanent Memorandum 20 (PM-20) – Leave Policies for Academic and Unclassified Employees and Classified Personnel](#) and the [LSU Health New Orleans Attendance & Leave Policy](#).

**ROLES AND RESPONSIBILITIES:** The department head is responsible for ensuring departmental adherence to all provisions of the attendance and leave procedures detailed herein. There may be differences across departments with regard to how these responsibilities are distributed. In this procedures document, “Department” refers to the department head. “Supervisor” refers to the direct supervisor of an employee.

**Academic & Unclassified Employees’ Responsibilities:**

1. It is important that employees monitor their leave balances to ensure accuracy. Leave balances are available on the check stub or in PeopleSoft Self-Service.

2. To request leave (e.g., Annual, Sick, LWOP, Funeral, Educational, Military, and Civil), employees must complete an online SF-6 Application for Leave accessed through PeopleSoft. Academic and Unclassified employees must complete and submit an online SF-6 Application for Leave in Employee Self Service. Classified employees must complete and submit the SF-6 Application for Leave form.

Employees are responsible to certify the accuracy of their time and effort by electronically signing the monthly Employee Certification in Employee Self Service no later than the 10th of each month.

**Classified and NBU Employees’ Responsibilities:**

1. It is important that employees monitor their leave balances to ensure accuracy. The available leave balance is the ending balance on the check stub from the previous pay period. Questions related to leave balances should be directed to the timekeeper.

2. To request leave (e.g., Annual, Sick, LWOP, Funeral, Educational, Military, and Civil), employees must submit a completed [SF-6 Application for Leave form](#) to their supervisor in advance.

3. Employees are responsible to certify the accuracy of their hours worked and leave taken by signing a Time Detail Report generated from PeopleSoft at the end of each pay period. A physical signature is required. Employees unable to sign the report on a timely basis must sign the report immediately upon their return to work.

**Timekeepers’ Responsibilities:**
1. Record classified and NBU employees’ leave in PeopleSoft Time and Labor. All entries should be recorded by the Monday of payroll week. Entries not recorded by Monday, must be faxed or emailed to the Payroll Department by Wednesday morning of the payroll week.

2. When employees with prior State service are hired, the department timekeeper shall verify that the appropriate service time and any eligible leave balances have been transferred and credited to the employees’ PeopleSoft leave record.

3. 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, shall be maintained in the original department in accordance with the University’s Document Retention Policy.

**Department/ Supervisors’ Responsibilities:**

1. The supervisor shall ensure that individual work schedules are maintained in the department for all employees (Full and Part Time). Ensure all employees submit a completed SF-6 Application for Leave (i.e., online or form as applicable) in advance for all types of leave (e.g., Annual, Sick, LWOP, Funeral, Educational, Military, Civil).

2. Ensure employees have leave available prior to approval.
   
   a. Supervisors may also view available leave balances for academic and unclassified employees under their supervision by submitting a request to IT Security for View Only access to Monitor Absence in PeopleSoft.
   
   b. The department’s timekeeper has access to the available leave balances for academic and unclassified employees.

3. For academic and unclassified employees, ensure leave is reported in an initial half-hour increment and all subsequent time is reported in quarter-hour increments.

4. For classified employees, ensure leave is reported in one-tenth hour increments.

5. For all approved leave for classified employees, ensure the supervisor approval is appropriately documented (i.e., signed) on the SF-6 Application for Leave form prior to forwarding it to the timekeeper.

6. Ensure all academic and unclassified employees complete the monthly Employee Certification.

   If the certification form is not received by HRM in a timely manner, employees’ leave balances in PeopleSoft Self-Service will reflect balances that are one month in arrears.

7. Review all Time Detail Reports for accuracy and ensure the employees’ and the supervisor’s signatures are present prior to submitting to the timekeeper for input. Physical signatures are required.
8. **Record Keeping – Academic and Unclassified**
   - When employees are being compensated from more than one department, or are appointed to one department and being funded from a different department:
     a. The employees’ primary department initiates, approves/disapproves, and maintains all time and leave documents, including but not limited to SF-6 Application for Leave forms, certification statements, LWOP, PERs, etc.
     b. When funding is involved with the other department(s) and requires a PER, documents are routed from the primary department to the other department(s) for approval.

9. **Change in Percent of Effort**
   - Immediately upon notification of employees changing percent of effort, send an email with the following information to HRMFTECHANGES@lsuhsc.edu:
     a. Employee Name
     b. Employee ID
     c. Job Title
     d. Current FTE
     e. New FTE
     f. Effective date

10. **Ensure all employees report all instances of military deployment to the department business office and to HRM’s Employee Relations Section to ensure compliance with applicable federal law and University policy.**
    - This reporting requirement applies to any absence for military reasons, including the usual annual active duty requirement and activation for any other reason, regardless of charge to military leave, annual leave, or LWOP.

11. **Family Medical Leave Act (FMLA)**
    a. For continuous FMLA, ensure employees’ ID badge building access and University email accounts are suspended.
    b. Ensure FMLA leave hours are monitored and tracked throughout the leave period and notify HRM three days in advance of exhaustion of FMLA.
Once employees reach the maximum benefit of 480 FMLA hours (or 1,040 FMLA hours in cases of Military Caregiver Leave), no additional FMLA leave hours shall be entered into PeopleSoft.

c. For FMLA due to employees’ own illnesses, ensure HRM has received a Return to Work Clearance form prior to allowing employees to resume work.

12. Leave Without Pay (LWOP)

   a. Supervisors'/ Departments’ Responsibilities when Employees are on LWOP:

      a. As soon as a department is aware that employees are taking, will take, or will return from LWOP, an email must be sent to HRMLWOP@lsuhsc.edu. Use the same email address to contact HRM if there are any questions about when LWOP status begins or ends.

      b. Actual schedules worked for part-time employees must be included with the SF-6 Application for Leave forms in order for the accurate dollar amount of LWOP to be verified.

   c. When employees are on LWOP for less than 30 consecutive calendar days:

      a. For LWOP that involves a partial day, the specific hours must be noted in the comments section of the SF-6 Application for Leave (i.e., online or form as applicable).

      b. The SF-6 Application for Leave form should be maintained in the department with other leave records in accordance with the University’s Retention Policy.

   d. When employees are on LWOP for 30 or more consecutive calendar days:

      In addition to the above actions:

      a. Complete a Per-3 and forward to HRM for processing.

      b. For all employees on LWOP for 30 consecutive calendar days or more, service time for leave earning purposes will be adjusted (i.e., the leave accrual change date will move forward for the full amount of time on LWOP.)

   e. Academic and Unclassified Employees Receiving Supplemental Compensation
If employees receive supplemental compensation, the online SF-6 Application for Leave and Per-3s should note in the comments section whether or not LWOP should be assessed against the supplemental compensation.

Supplemental compensation is part of total compensation and must be considered when LWOP deductions are calculated. Specifically, only when supplemental compensation is derived from work separate and distinct from normal duties and still performed while on leave should consideration be given as to whether LWOP on that portion should be assessed.

13. Termination/ Separation of Employment

Immediately upon notification of employees separating from the University by termination, retirement, or death, email the following information to LSUHSC-NO Notification of Employee Separation@lsuhsc.edu:

- Employee Name
- Employee ID
- Last Date Worked
- Effective Date of Separation
- Job Title
- Whether or not the employee is on an international visa
- State whether or not there are any special arrangements made with the employee for the period prior to the separation date
- Leave taken that has not been reported

14. Ensure all student workers sign the Time Detail Report. All student timesheets shall be maintained in the home department in accordance with the University's Document Retention Policy.

15. Take any necessary disciplinary action against employees who fail to follow the University's policies and procedures.

**Human Resources’ Responsibilities:**

1. Develop, implement, and distribute attendance and leave procedures applicable to all academic, unclassified, and classified employees.

2. Develop, implement, and publish the SF-6 Application for Leave form.

3. Review and update, as necessary, and publish the Attendance and Leave Policy and Procedures on an annual basis.
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4. Ensure all leave accruals are adjusted accurately and on a timely basis when necessary. Ensure adjustments are fully documented.

5. Ensure service time for leave earning purposes is adjusted for classified employees on LWOP for more than 31 consecutive calendar days.

6. Develop the approved method for calculating part-time holiday pay.

7. Ensure all academic and unclassified employees acknowledge the accuracy of their time and effort by signing the monthly Employee Certification form.

8. Establish and implement procedures to identify Period of Appointments who become eligible for earning leave.


General Information for Employees and Supervisors:

1. When employees transfer to another State agency, the employee is responsible to provide HRM with the name of the new agency to facilitate the proper transfer of individual leave balances.

2. Failure to follow the University's policies and procedures may result in disciplinary action.

3. Holidays – Academic, Unclassified, and Classified
   
   a. Employees shall be eligible for compensation on holidays designated in Permanent Memorandum 5 (PM-5) – Holiday Schedule, except:

      i. When employees are on a restricted or temporary appointment

      ii. When employees are on LWOP immediately preceding and immediately following the holiday period

      iii. When employees are separating from active State service and are not in a paid status before and after the holiday period.

   b. Employees requesting leave, because of religious beliefs, for a religious holiday not included on the holiday schedule should contact their supervisor in advance of the holiday. Annual leave, LWOP, or adjusted work schedules will be approved unless doing so creates an unreasonable hardship on the employing area.

Supervisors should consult with the HR Employee Relations Section in advance of approving or denying a request to ensure compliance with all state and federal regulations.
c. University employees providing services at a non-LSU Health New Orleans facility shall follow the holiday schedule of that facility when the terms and conditions of the contract require it.

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.”

a. Supervisors, a good rule of thumb is to 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 10-hour days, is off on Fridays, and the holiday falls on a Friday, the employee would have the next closest workday designated as a holiday. If an employee works four 9-hour days, four 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.

b. 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 paid 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.

4. Use of Leave

a. Academic, Unclassified and Classified

i. Leave should not be rounded up for leave taken.

ii. The advancing of leave is not permitted.

iii. Employees on Worker’s Compensation must use sick leave. Upon the exhaustion of sick leave, annual leave must be used.

iv. Employees must be in leave-earning status to use accrued leave.

b. Academic and Unclassified – Academic and unclassified employees are paid up to 300 hours of unused annual leave at termination. Academic and unclassified employees are paid up to 200 hours of sick leave at retirement.

c. Classified
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i. When an employee is terminated immediately following a period of furlough and Civil Service requires the agency to award a performance adjustment increase to all classified employees during the employee’s furlough period, the employee’s annual leave payout is calculated at the higher rate.

ii. Classified employees are not paid sick leave at termination, retirement, or death.

6. Military Leave

All instances of military deployment shall be reported to the department head or designee and HRM’s Employee Relations Section to ensure compliance with applicable federal law and University policy. This reporting requirement applies to any absence for military reasons, including the usual annual active duty requirement and activation for any other reason, regardless of charge to military leave, annual leave, or LWOP.

AUTHORITIES:

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

LSU Health New Orleans Attendance and Leave Policy

Louisiana Department of State Civil Service