



Southeastern Louisiana University

Leave Policies

*Unclassified Employee Handbook
Part V: Rights and Privileges Pertaining to Unclassified Employees
Section D. Leave Policies*

LEAVES OF ABSENCE

Members of the University faculty or administration may apply for leaves of absence. The President of the University, acting in accordance with regulations of the University of Louisiana System, shall determine whether or not individuals are eligible for leaves of absence.

Leaves of absence for the purpose of accepting temporary appointment elsewhere shall not exceed one year. Any additional extensions shall require special justification and must be approved by the System. Leaves granted for the purpose of participating in political campaigns shall not exceed six months.

SICK LEAVE

Sick leave is leave with pay granted an employee who is suffering with a disability 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. Employees may be required to submit a doctor's excuse at the discretion of the supervisor when using sick leave. Employees who are off from work on sick leave for forty (40) hours or more, must provide a doctor's excuse for the time missed. Employees recovering from an injury or illness must provide a doctor's release to return to work. For more information on sick leave see University of Louisiana System Policy Number FS.III.XXI.-1 on Leave Record Establishment, located at:

http://www.ulsystem.net/assets/docs/searchable/boards/ppm_leave2ndcopy.pdf.

Absence from duty caused by maternity is considered to be a temporary disability similar to any other medical disability. Employees may use accumulated sick leave for this purpose. If the employee's sick leave balance is insufficient to cover the entire period of absence, the employee must seek approval from the appointing authority or his/her designee to use annual leave, or to use leave without pay. Sick leave may be used only for that period of time during which the employee is unable to perform her duties because of pregnancy. Additional time off must be covered by other types of leave when the employee is discharged by her health care professional, usually six weeks following delivery. Maternity leave will be designated under FMLA. (Louisiana Law R.S. 23:342 allows up to 4-months of leave for pregnancy/childbirth leave.)

Before being granted leave for maternity purposes the employee is required to furnish a statement from her health care professional to the effect that she can no longer perform the

duties required and the expected date of delivery. Before an employee can return to work following leave for pregnancy, the health care professional must certify in writing that the employee is able to return to regular duties. To prepare for possible replacement of an employee who is requesting maternity leave, the employee's written request for leave should be submitted a minimum of two months in advance of the proposed beginning of leave. No later than one month prior to the termination of the approved leave period, the employee should notify the Human Resources Office in writing of her plans to resume duty on the established date.

SHARED SICK LEAVE

As allowed by the *Rules* of the University of Louisiana System (Policies and Procedures Memoranda, Chapter III, FS-III.XXII.-1, located at: [http://www.ulsystem.net/assets/docs/searchable/boards/fs-iii.xxii.-1_shared_sick_leave_program .pdf](http://www.ulsystem.net/assets/docs/searchable/boards/fs-iii.xxii.-1_shared_sick_leave_program.pdf)), Southeastern participates in a Shared Sick Leave Program to be used by fellow faculty and/or unclassified employees. Shared Sick Leave is leave hours donated by faculty and/or unclassified staff into a Shared Sick Leave Pool to be used by fellow faculty and/or unclassified staff who are suffering from their own serious health condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment. Donated sick leave to the Shared Slick Leave Pool is irrevocable. See Southeastern's Human Resources web page located at: <http://www2.selu.edu/documents/policies/sharedsickleave.pdf> for more information on Shared Sick Leave.

ANNUAL LEAVE AND HOLIDAYS

Annual leave for twelve-month employees is scheduled with the consent of the appropriate supervisor, subject to the approval of the President, in accordance with the nature of the employee's duties and the University of Louisiana System Policy Number: FS.III.XXI.-1 on Leave Record Establishment, located at: http://www.ulsystem.net/assets/docs/searchable/boards/ppm_leave2ndcopy.pdf.

All twelve-month employees follow the holiday schedule listed in the University's *General Catalogue*.

COMPENSATORY LEAVE

The normal business of a university or college campus is not restricted to the normal 40-hour workweek observed by many state agencies. On the contrary, many functions and activities occur in the evening hours and weekends when certain unclassified employees are *required* to attend. In order to compensate unclassified employees for work performed in excess of the normal workweek, the following policy is established effective January 4, 1994 regarding the accrual of compensatory leave.

1. Full-time Employees

Compensatory Leave may be granted for required overtime hours worked outside the regular assigned 40-hour work week, or when an employee has not worked in excess of 40 hours due to holidays observed or leave taken. Work undertaken while at home does not constitute the earning of Compensatory Leave. Earning of Compensatory Leave must have prior approval of the immediate supervisor and/or the budget unit head, whichever is

appropriate. This authority has been delegated from the vice presidential level per the University of Louisiana System Policy. The appropriate vice president must periodically review compensatory leave earned by those employees working within his/her division.

Part-time Employees

A regular part-time employee who works in excess of his/her scheduled workday or workweek may be granted compensatory leave earned hour for hour.

2. Not more than 40 workdays may be earned during any fiscal year. Compensatory Leave can be used for any purpose with the approval of their immediate supervisor and department head.
3. Not more than 30 days of accrued unused Compensatory Leave may be carried forward into a new fiscal year.
4. An appointing authority may require employees to use their Compensatory Leave at any time.
5. Employees will not be paid the value of their accrued leave upon separation from their unclassified position.
6. In the event an employee transfers without a break in service to another position within the state service, Compensatory Leave may be credited to the employee at the discretion of the new appointing authority. Southeastern will allow a credit of up to ten days of Compensatory Leave earned at another agency.

For Proper Administration of This Policy:

- A prior "Employee Exceptions Log" for earning compensatory leave must be signed by the immediate supervisor and/or Budget Unit Head. This form must be attached to the Bi-weekly Time Sheet submitted to the Payroll Office.
- An Application for Leave form must be signed by the appropriate official listed in Item 1 when Compensatory Leave is to be taken.
- While on approved travel on a regular university workday, an employee may earn a maximum of five hours of Compensatory Leave for hours worked after 4:30. During weekend, approved travel, an employee can earn a maximum of eight hours per day.
- Employees will not earn Compensatory Leave for routine meals, social events, tours, etc. which are not required by the employer unless specifically approved by the president of the university.
- Employees cannot earn Compensatory Leave while "on call" status.
- When an employee has earned a total of 40 working days of Compensatory Leave during any fiscal year, further approval of Compensatory Leave shall cease. Department heads/supervisors are to take necessary precautions to preclude approval of Compensatory Leave beyond the maximum allowed.

The Board of Supervisors for the University of Louisiana System formally approved the revised System policy on Compensatory Leave for Unclassified Employees (12-Month) at its March 26, 1999 meeting. The effective date for implementation of the policy was July 1, 1999.

For more information on Compensatory Leave see the University of Louisiana Board of Supervisors System Policy on Compensatory Leave (ULS Policy Number: FS.III.XXI.-1 located at: http://www.ulsystem.net/assets/docs/searchable/boards/ppm_leave2ndcopy.pdf)

The following is a list of positions, which are not eligible to earn compensatory leave. These individuals/ positions have been exempted from taking leave when the University is officially closed:

- President
- Provost
- Vice President for Administration and Finance
- Vice President for Student Affairs
- Vice President for University Advancement
- Executive Director of Public and Governmental Affairs
- Assistant Vice President for Academic Affairs
- Chief Information Officer
- Assistant Vice President for Extended Studies
- Assistant Vice President for Student Affairs
- Assistant Vice President for Finance
- Assistant Vice President for Operations
- Dean, College of Arts, Humanities, and Social Sciences
- Dean, College of Business
- Dean, College of Education & Human Development
- Dean of Science & Technology
- Dean, School of Nursing
- Athletic Director
- Assistant Director of Athletics and Media Relations
- Senior Associate Athletic Director Internal Operations
- Assistant Athletic Director Academic Support Services
- Associate Athletic Director Compliance & Student Services
- Assistant to the Athletic Director Ticket Operations
- Assistant Athletic Director for Sports Medicine
- Assistant Athletic Trainer
- Assistant Athletic Trainer
- Assistant Athletic Trainer
- Head Baseball Coach
- Head Men's Basketball Coach
- Head Women's Basketball Coach
- Head Football Coach
- Assistant Football Coach Offensive Coordinator
- Assistant Football Coach Defensive Coordinator
- Assistant Football Coach Line Backers
- Head Golf Coach
- Head Soccer Coach
- Head Tennis Coach
- Head Women's Softball Coach
- Head Track and Cross Country Coach
- Head Volleyball Coach
- Strength and Conditioning Coach
- Director of the Library
- PT Cheerleading Coach

FUNERAL LEAVE

For more information see the University of Louisiana Board of Supervisors System Policy on Leave Record Establishment, Policy Number: FS.III.XXI.-1, XI, B, located at:
http://www.ulsystem.net/assets/docs/searchable/boards/ppm_leave2ndcopy.pdf.

MILITARY LEAVE

Military Leave is paid leave granted to employees who are members of a Reserve component of the Armed Forces of the United States. The employee must provide a copy of his/her military orders along with their leave request form. For more information see the University of Louisiana Board of Supervisors System Policy FS-III.XXI-2, located at:

[http://www.ulsystem.net/assets/docs/searchable/boards/ppm fs-iii.xx-2.pdf](http://www.ulsystem.net/assets/docs/searchable/boards/ppm_fs-iii.xx-2.pdf).

LEAVE FOR CIVIL AND NATIONAL SERVICE

Civil Leave is paid leave granted to an employee for civil or national services. For more information see the University of Louisiana Board of Supervisors System Policy on Leave Record Establishment, Policy Number: FS.III.XXI.-1, VIII,A. 1, 2, 3, & 4, located at:

[http://www.ulsystem.net/assets/docs/searchable/boards/ppm leave2ndcopy.pdf](http://www.ulsystem.net/assets/docs/searchable/boards/ppm_leave2ndcopy.pdf).

FAMILY AND MEDICAL LEAVE

As per the Family and Medical Leave Act (FMLA) of 1993, Southeastern will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described below) for the care of a child after birth or adoption or placement with the employee for foster care, for the care of a covered family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious condition. A covered employee is entitled to twelve weeks of leave in a "year." The State of Louisiana has designated that all agencies use a "first usage" year. This 12-month period begins with an employee's first usage of FMLA leave.

Employees must meet the following eligibility requirements:

1. One must have been employed for 12 months by the state and for at least 1250 hours during the 12 months preceding the start of FMLA leave. The employee must have actually worked 1250 hours. Leave time is excluded.
2. The 12-month period required for employment need not be continuous. If an employee has worked any part of each of 52 weeks, the 12-month employment requirement is considered met. These 52 weeks must have been within a reasonable time period.

Guidelines

The following guidelines will apply:

1. Pursuant to federal regulations, the University can place an employee on FMLA leave (paid or unpaid) even if the employee has not requested leave under FMLA. However, the employer should always require the employee to use paid leave first. This is to simplify problems with paying medical insurance premiums.
2. The employee may utilize paid leave during FMLA leave and, after exhaustion of sick leave, may use annual leave when the employee cannot work because of illness or injury.
3. While an employee's appointment may be terminated for exhaustion of sick leave, if that employee has not used all of the 12 weeks of FMLA leave, the University will not consider termination of the employee's employment until the 12 weeks of FMLA leave have been exhausted.

4. The University may designate absences as FMLA leave where the reason for the absence is covered by FMLA and the employee may demand to use appropriate paid leave during FMLA leave. In either case, the University must advise the employee in writing with notice of the employee's rights and obligations when such designation is made.
5. The employee must give 30 days notice of the need for FMLA leave, or, if not practicable, as much notice as is practicable.
6. The leave is an entitlement for only 12 weeks.
7. Sick leave can still be used only for the employee's illness but may not be used for taking care of a family member.
8. All medical records submitted to the employer for verification of leave must be treated as confidential.
9. The "key employee" provision of the federal act does not apply.

For more information see the University of Louisiana Board of Supervisors System Policy on Leave Record Establishment, Policy Number: FS.III.XXI.-1, XI, B, located at: http://www.ulsystem.net/assets/docs/searchable/boards/ppm_leave2ndcopy.pdf.

SPECIAL LEAVE

For more information on Special Leave, see the University of Louisiana Board of Supervisors System Policy on Compensatory Leave, Policy Number: FS.III.XXI.-1, VIII A. 5 & 6, located at: http://www.ulsystem.net/assets/docs/searchable/boards/ppm_leave2ndcopy.pdf.

OTHER LEAVE

When an employee is absent from work due to disabilities for which he is entitled to Workmen's Compensation, he may, at his option, use sick or annual leave or any appropriate combination of sick and annual leave (not to exceed the amount necessary) to receive total payment for leave and Workmen's Compensation in accordance with law. For more information see the University of Louisiana Board of Supervisors System Policy on Other Leave, Policy Number: FS.III.XXI.-1, XI, A, located at: http://www.ulsystem.net/assets/docs/searchable/boards/ppm_leave2ndcopy.pdf.

RETURN TO TRANSITIONAL DUTY POLICY

Southeastern's Return to Transitional Duty Policy returns workers to gainful employment as soon as it is medically possible after a job related injury or illness. For more information see the full policy at the following web address: <http://www2.selu.edu/documents/policies/returnwrk.pdf>.