

## Document History

Responsible Administrator: VAdmin & Finance  
Responsible Office: Human Resources  
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# Unclassified Leave Policy

## Policy Statement

Southeastern Louisiana University provides eligible employees with leave (time off) in accordance with state and federal laws, UL System policy, and University policy.

## Purpose of Policy

To provide employees with information and guidance on the availability of all types of paid and unpaid time off.

## Applicability

This policy applies to regular unclassified staff only.

## Policy Procedure

### ANNUAL AND SICK LEAVE

**Annual Leave** Leave with pay granted an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, or transaction of personal business.

**Sick leave** Leave with pay granted an employee who has a medical condition 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.

### Earning of Annual and Sick Leave

Annual and sick leave shall be earned by each full- and part-time employee who has a regular tour of duty, except that no employee shall earn annual or sick leave while serving on an intermittent or temporary appointment.

The earning of such leave shall be based on the equivalent years of state service and shall be creditable at the end of each regular pay period in accordance with the schedule below.

LENGTH OF SERVICE	AMOUNT EARNED PER HOUR WORKED	HRS/PAY PERIOD BASED ON 80 HOURS WORKED	DAYS/YEAR
Less than 3 years	.0461	3.6880	12
3 but less than 5	.0576	4.6080	15
5 but less than 10	.0692	5.5360	18
10 but less than 15	.0807	6.4560	21
15 or more	.0923	7.3840	24

### Carrying Leave Forward

Accrued unused annual and sick leave earned by an employee shall be carried forward to succeeding years without limitation.

### Use of Annual Leave

Annual leave must be applied for

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.

#### Payment of Sick Leave upon Retirement or Death

Upon death or retirement of an unclassified employee, sick leave accrued to his credit shall be computed and the value thereof shall be paid to the employee or heirs, provided that the sick leave has been accrued under established leave regulations and a daily attendance record has been maintained for the employee by his supervisor, except that such payment shall not exceed the value of 200 hours. The rate of pay shall be computed using the base rate the employee is receiving at the time of separation.

#### CRISIS LEAVE

As allowed by the Rules of the University of Louisiana System (System) (Policies and Procedures Memoranda, Chapter III, FSIII.XXII.-

workweek compensatory leave is utilized. Employees may be exempt from the Fair Labor Standards Act that regulates overtime and compensatory leave.

**Non-exempt Fulltime Employees:** In cases where the Fair Labor Standards Act applies, such leave will be credited to non-exempt employees at the rate of one and a half hour for each hour worked. For overtime hours worked during weeks when leave is taken (with or without pay), or when holidays are observed, the agency may opt to use straight-time hour-for-hour compensatory leave or straight-time cash payments to compensate non-exempt employees. Accrual of time earned at the time and one-half rate is capped at 240 hours. Once an employee reaches this FLSA accrual cap, he must be paid cash at the time and one-half rate for any additional FLSA overtime worked. A non-exempt employee, who has more than 360 hours of hour-for-hour compensatory leave at the beginning of a new fiscal year, must be paid for any hours over 360 within 90 days of the new fiscal year. Exempt employees shall be paid for all time and one half compensatory leave earned for overtime as required by the Fair Labor Standards Act upon separation. Other straight, hour-for-hour compensatory leave earned in a non-exempt status shall be paid upon separation.

#### Exempt Fulltime Employees

Compensatory Leave may be granted for required overtime hours worked outside the regular assigned 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 to the vice-presidential level per the System Policy. The appropriate vice president must periodically review compensatory leave earned by those employees working within his/her division.

#### Compensatory Leave Administration for Exempt Employees

1. Not more than 320 hours 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.
2. Not more than 240 hours of accrued unused Compensatory Leave may be carried forward in a fiscal year.
3. An appointing authority may require employees to use their Compensatory Leave at any time.
4. Employees will not be paid the value of their accrued leave upon separation from their unclassified position. 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 80 hours of Compensatory Leave earned at another agency.
5. Application for Leave must be approved by the supervisor when Compensatory Leave is to be taken.
6. While on approved travel on a regular university workday, an employee may earn a maximum of five hours of Compensatory Leave for hours worked outside of regular working hours. An employee can earn a maximum of eight hours per day during weekend travel.
7. 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.
8. Employees cannot earn Compensatory Leave while "on call" status.
9. When an employee has earned a total of 320 hours 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.

#### Use of Compensatory Leave

Compensatory leave must be applied for by the employee and may be used only when approved by the appointing authority or his/her designated representative. Leave is requested electronically either through the system or through email. Compensatory leave must be approved in advance, except in cases of an emergency, which is subject to the approval of the supervisor. Employees may be required to use Compensatory leave during University closures; for example, during the Christmas break for days other than State holidays. For this reason, all employees are encouraged to save their compensatory leave.



Holidays for employees, such as University Police Officers, whose work schedule differs from the standard university schedule, will be determined based upon the following criteria. If the designated holiday occurs on the employee's scheduled workday then the employee's holiday, will be the designated holiday. If the employee is scheduled to be off on the designated holiday, but is scheduled to work on the actual holiday, then the actual holiday will be the employee's holiday. If the designated holiday and actual holiday falls on an employee's schedule day off then the holiday for this employee will be moved to the employee's closest scheduled workday that occurs during the same calendar year when compared to the actual holiday. Overtime on a designated or actual holiday is paid at the appropriate OT or KSE according to the university's approved holiday schedule.

If a supervisor determines that there is a business need, and an employee works a schedule that differs from standard university schedule, a supervisor may request approval to move an employee's holiday to a day that differs from the university's designated holiday or from the actual holiday. This action requires approval from the appropriate Vice-President and the Vice-President for Administration and Finance.

Flex schedules will not be observed during the Thanksgiving or Christmas holiday periods.

To be eligible to receive holiday pay, an employee must be in pay status a minimum of 4 hours the day before or the day following the holiday. In other words, hours worked must touch the holiday. Approved paid leave is considered a day worked for holiday pay eligibility.

#### MILITARY LEAVE

An unclassified employee serving in a position that earns annual and sick

Parental Leave

A. Eligible unclassified employees and appointees are entitled to up to 240 hours of paid parental leave without deduction to their annual sick, or compensatory leave balances. Such leave shall be for a qualifying purpose related to the unclassified employee's or appointee's child born or placed with such individual for adoption or foster care.

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1. [REDACTED] child;
2. Placement of a child under the age of eighteen (18) with the unclassified employee or appointee for adoption; or
- 3.

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## FAMILY AND MEDICAL LEAVE (FMLA)

As per the Family and Medical Leave Act (FMLA) of 1993, Southeastern will grant a leave of absence to regular full- 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. Employees may also utilize FMLA to care for a military member injured in the line of duty or for a military member who has been notified of an impending call or order to active duty in support of a contin

able to perform the essential functions of the job as established by the employee's official position description on file in the Human Resources Office, with or without a reasonable accommodation.

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