

**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**


POLICY NUMBER: 4501-19

CATEGORY: Accrual and Use of Leave for Classified Employees

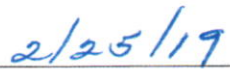
CONTENT: Policy and Procedures to be followed in the LSU Health Care Services Division for Accrual and Granting of Leave for Classified Employees.

EFFECTIVE DATE: Issued: March 20, 1996
Adapted from DHH Policy Number 8107-77
Revised November 21, 1994
Revised August 14, 2001
Revised October 31, 2002
Revised December 18, 2006
Reviewed December 18, 2007
Reviewed August 22, 2008
Reviewed/Revised: December 30, 2009
Reviewed: October 20, 2010
Reviewed: October 19, 2011
Reviewed: March 15, 2014
Reviewed: January 29, 2015
Revised: February 6, 2015
Reviewed: February 10, 2017
Revised: February 22, 2019

INQUIRIES TO: Human Resources Administration
LSU Health Care Services Division
Post Office Box 91308
Baton Rouge, LA 70821-1308
Telephone: 225-354-4843 Facsimile: (225) 354-4953



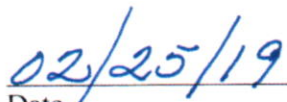
Deputy Chief Executive Officer
LSU Health Care Services Division



Date



Director of Human Resources



Date

LSU HEALTH CARE SERVICES DIVISION

POLICY AND PROCEDURES FOR ACCRUAL AND USE OF LEAVE FOR CLASSIFIED EMPLOYEES

I. STATEMENT OF POLICY

It shall be the policy of the LSU Health Care Services Division (HCS D) to credit and grant leave in accordance with the Civil Service Rules and the provisions of this policy. Leave shall be administered as uniformly and equitably as possible without regard to race, national origin, religion or other non-merit factor. Specific policy statements will be contained in subsequent parts of this policy with regard to the various types of leave accrued and/or granted.

II. APPLICABILITY

This policy shall be applicable to classified employees at the HCS D Administrative Office (HCS DA) and Lallie Kemp Medical Center (LAKMC) for the identified categories of leave usage listed below. LAKMC may issue internal policy and/or procedure as applicable or required.

- American Red Cross Disaster Service – (page 16)
- Annual – (page 3)
- Civil Air Patrol – (page 10)
- Civil Service Appeal – (page 14)
- Civil Service Commission Meeting appearance – (page 17)
- Civil Service Exam – (page 11)
- Closures/Emergencies – (page 11)
- Compensatory – (page 6)
- Conference/Convention – (page 15)
- Court Appearance – (page 10)
- Educational – (page 9)
- Elected Representative for a Board (CS, LASERS, etc) – (page 16)
- Emergencies/Closures – (page 11)
- Family Medical Leave Act (Refer to HCS D Policy No. 4551)
- Funeral – (page 8)
- Holidays – (page 17)
- Job Interview – (page 15)
- Jury Duty – (page 10)
- Leave Without Pay – (page 7)
- Licensing Board Exam – (page 11)
- Military – (Refer to HCS D Policy No. 4549)
- National Defense – (page 10)
- National Guard, Governor Activated – (page 11)
- National Guard, President Activated – (page 11)
- Orientation – (page 15)

- Pre-Induction Physical exam – (page 11)
- Pre-Retirement/Pre-Resignation – (page 14)
- Public Entity Appearance such as Legislature/School Board/Levee District, etc. – (page 17)
- Re-crediting of Leave Upon Reemployment – (page 18)
- Re-crediting of Leave Upon Reinstatement by CS Comm – (page 18)
- Sick – (page 5)
- Test Prep Classes for CS exams – (page 17)
- Unclassified Employee to Classified Appt/Leave Credits – (page 17)
- Unscheduled Absences – (page 15)
- Voting – (page 17)
- Workshops – (page 15)

III. IMPLEMENTATION

This policy and subsequent revisions to the policy shall become effective upon approval signature and date of the HCSD Chief Executive Officer.

IV. RESPONSIBILITIES

- A. Each appointing authority and/or supervisor(s) with delegated authority for leave administration shall be responsible for maintaining records of attendance on all employees under their supervision and for certifying the accuracy of such records. They shall also be responsible for the implementation of this policy within their jurisdiction.
- B. Each appointing authority shall designate the number of hours and days which will constitute the work week and shall charge leave for off-duty absences during the designated days or hours that have been identified as constituting the official work week.
- C. Each appointing authority shall designate the method to charge leave usage of all classified employees. Internal policy shall specify one of the following:
 - 1. The minimum charge to leave records shall not be less than one-half hour increments.
 - 2. The minimum charge to leave records shall not be less than one-tenth of an hour, or six (6) minute increments.

V. POLICY PROVISIONS BY LEAVE CATEGORY

A. ANNUAL LEAVE

- 1. Annual leave is earned by every full-time employee or part-time employee who has a regular tour of duty. This includes Probational, Permanent, and Job Appointment status employees. The earning of this leave is based on the number of years of state service and the number of hours worked

within the pay period. Leave is creditable at the end of each bi-weekly pay period.

- a. Employees do NOT earn annual leave for any overtime hour worked; while on leave without pay; or for being in on-call status outside of their official regular work schedule.
 - b. Employees who work intermittent schedules and employees on WAE temporary appointments do NOT earn annual leave
 2. Annual leave may be granted for the purpose of rest and relaxation and to attend to personal matters and may be used only when approved by the appointing authority or designee.
 3. Annual leave should be requested in advance to allow time for supervisors to adjust workloads where applicable.
 4. Annual leave requests will be approved whenever possible as workload and staffing permits.
 5. The Appointing Authority may revoke approved annual leave requests or may recall an employee to duty, canceling the period of annual leave. Annual leave requests may only be canceled, after approval, based on legitimate business reasons.
 6. In cases of unexpected emergencies requiring annual leave, an employee shall make every effort to notify the shift supervisor or designated representative of their absence as follows:
 - a. In an eight-hour office, notice must be furnished within one-half hour following the beginning of the employee's official work schedule unless otherwise directed by internal procedures.
 - b. In a twenty-four hour facility, notice must be furnished prior to the beginning of the shift. LAKMC may establish internal procedures requiring call-in procedures.
 7. Annual leave requests shall be approved for leave qualified under FMLA entitlement.
 8. Annual leave may be granted to an employee who has exhausted all of his/her accrued sick leave and is still unable to return to work.
 9. Annual leave shall not be charged for non-work days.
 10. An appointing authority may require an employee to take annual leave when such leave is considered to be in the best interest of the HCSD. HCSD cannot require an employee to reduce his annual leave balance below 240 hours, unless:
 - a. Annual leave is being approved as an alternative to granting a request for leave without pay
 - b. The employee is absent from work due to an FMLA condition
 - c. Leave is required during an office closure being conducted as a layoff avoidance measure under Rule 17.10
- NOTE:** Enforced annual leave shall not be used in lieu of a suspension with pay pending investigation.
11. Any accumulated balances of compensatory leave shall be utilized prior to annual leave.
 12. An employee requesting and/or taking annual leave shall complete and

- sign an “application for leave” form and file it with appointing authority or designated representative.
13. An employee on WAE Temporary Appointment cannot earn any type of leave and cannot be re-credited with or use any annual leave which remained on the books for which they were not paid at the time of a prior separation from a permanent appointment or job appointment.
 14. An employee on Job Appointment cannot be re-credited with or use any annual leave which remained on the books for which they were not paid at the time of a prior separation from a prior permanent appointment or job appointment.
Exception: If an employee on job appointment moves into a new job appointment within the same agency, any leave balances earned in the former job appointment should transfer into the new job appointment.
 15. Payment of annual leave upon separation – Refer to HCSD Policy No. 4515, Classified Employees Pay Policy.

B. SICK LEAVE

1. Sick leave is earned by every full-time employee or part-time employee who has a regular tour of duty. This includes Probationary, Permanent, and Job Appointment status employees. The earning of this leave is based on the number of years of state service and the number of hours worked within the pay period. Leave is creditable at the end of each bi-weekly pay period.
 - a. Employees do NOT earn sick leave for any overtime hour worked; while on leave without pay; or for being in on-call status outside of their official regular work schedule.
 - b. Employees who work intermittent schedules and employees on WAE temporary appointments do NOT earn sick leave
2. Sick leave is utilized by an employee for his/her illness or injury which prevents them from reporting to duty and for his/her medical, dental or optical consultation and/or treatment. Use of sick leave shall NOT be used for the illness, injury, medical, dental or optical consultation and/or treatment of anyone other than the employee.
NOTE: Sick leave is only applicable for the medical appointment, consultation, and/or treatment plus reasonable travel time to and from the medical appointment/office, if the appointment interrupts the workday.
3. Sick leave should be requested in advance when possible. (i.e., doctor, dental, medical appointments.)
NOTE: Sick leave is only applicable for the medical appointment, consultation, and/or treatment plus reasonable travel time to and from the medical appointment/office, if the appointment interrupts the workday.
4. Valid requests for sick leave shall be approved and shall be applicable only for the period of time when the employee is unable to perform the duties of his/her job.
NOTE: Sick leave is only applicable for the medical appointment,

- consultation, and/or treatment plus reasonable travel time to and from the medical appointment/office, if the appointment interrupts the workday.
5. In cases of unexpected illness, an employee shall make every effort to notify the shift supervisor or designated representative of their absence as follows:
 - a. In an eight-hour office, notice must be furnished within one-half hour following the beginning of the employee's official work schedule, unless otherwise directed by internal procedures.
 - b. In a twenty-four hour facility, notice must be furnished prior to the beginning of the shift. LAKMC may establish internal procedures requiring call-in procedures.
 6. Sick leave shall be approved for leave qualified under FMLA entitlement.
 7. Compensatory leave, annual leave, and/or leave without pay, (in that order), may be granted to an employee who has exhausted all of their accrued sick leave and is still unable to return to work.
 8. An appointing authority and/or designee shall require the employee to furnish a written physician/practitioner statement or other certification in support of the medically related absence for ten (10) or more consecutive workdays, unless a shorter time period is designated by the Appointing Authority.

An Appointing Authority may also request an employee to furnish a physician/practitioner statement or other certification in support of a medically related absence for any period of lost work time.
 9. Sick Leave shall not be charged for non-work days such as holiday, official closure, etc.
 10. An employee requesting and/or taking sick leave shall complete and sign an "application for leave" form and file it with his/her appointing authority or designated representative.

NOTE: Sick leave is only applicable for the medical appointment, consultation, and/or treatment plus reasonable travel time to and from the medical appointment/office, if the appointment interrupts the workday.
 11. An employee on WAE Temporary Appointment does not earn any type of leave and cannot be re-credited with or use any sick leave which remained on the books for which they were not paid at the time of a prior separation from a prior permanent appointment or job appointment.
 12. An employee on Job Appointment cannot be re-credited with or use any sick leave which remained on the books for which they were not paid at the time of a prior separation from a prior permanent appointment or job appointment.

Exception: If an employee on job appointment moves into a new job appointment within the same agency, any leave balances earned in the former job appointment should transfer into the new job appointment.
 13. Payment of sick leave upon separation – Refer to HCSD Policy No. 4515, Classified Employees Pay Policy.

C. COMPENSATORY LEAVE

1. Compensatory leave may be earned as compensation for overtime, in lieu of cash payment.
2. Employees may earn compensatory leave for travel time outside their normal work hours when such travel is required by the appointing authority.
3. Compensatory leave shall be used prior to the granting of annual leave or leave without pay.
4. Compensatory leave balances earned at the time and one-half rates may not exceed 240 hours. Any hours in excess of the 240 shall be paid in the pay period during which the excess hours were earned.
5. The maximum number of compensatory hours earned at the straight time rate (hour for hour) that can be carried forward to a new fiscal year is 360.
Non-Exempt Employees: Employees occupying jobs considered “non-exempt” under the Fair Labor Standards Act (FLSA) shall be paid balance in excess of 360 hours within 90 days after the beginning of the fiscal year.
Exempt Employees: In accordance with Civil Service Rule 21.11 (c) employees occupying jobs considered “exempt” under the Fair Labor Standards Act (FLSA) may be paid balance in excess of 360 hours within 90 days after the beginning of the fiscal year. At the end of each fiscal year, the HCSD CEO will determine whether hours in excess of 360 will be approved for payment. Any excess leave not paid, will be cancelled.
6. An employee may be required to take all, or part, of their accumulated balance of compensatory leave at any time, except that they shall not be required to take compensatory leave in lieu of sick leave.
7. An employee requesting and/or taking compensatory leave shall complete and sign an “application for leave” form and file it with his/her appointing authority or designated representative.
8. Employees do not earn compensatory leave:
 -Employees who work intermittent schedules
 -Employees on WAE Temporary Appointment
9. An employee on a WAE Temporary Appointment does not earn any type of leave and cannot be re-credited with or use any compensatory leave which remained on the books for which they were not paid at the time of a prior separation from a prior permanent appointment or job appointment.
10. An employee on Job Appointment cannot be re-credited with or use any compensatory leave which remained on the books for which they were not paid at the time of a prior separation from a prior permanent appointment or job appointment.
Exception: If an employee on job appointment moves into a new job appointment within the same agency, any leave balances earned in the former job appointment should transfer into the new job appointment.
11. Please refer to Policy No. 4515, Classified Employees Pay Policy, for payment of unused balances of compensatory time upon separation.

D. LEAVE WITHOUT PAY

Prior to granting of leave without pay (LWOP), HCS D requires the use of all applicable balances of paid leave (annual, sick and compensatory), except when an employee is placed on leave without pay for an unapproved absence.

1. When accrued annual leave, sick leave, and/or compensatory leave balances are insufficient to meet an employee's needs and applicable balances have been exhausted, they may request leave without pay.
2. Requests for LWOP shall be made to the Appointing Authority or designee.
3. Requests for LWOP shall be approved for leave qualified under FMLA entitlement.
4. Requests for LWOP may be granted to an employee who has exhausted all of their applicable balances of leave, but LWOP shall be approved for leave qualified under FMLA entitlement.
5. Leave without pay up to six (6) months may be approved by the appointing authority or his designee. Requests for leave without pay for periods in excess of six (6) months shall be submitted to HCS D Human Resources Administration for review and approval.
6. In addition to any disciplinary action which may be imposed against an employee for an unapproved absence, such employee may be placed on leave without pay by his appointing authority for the period of unapproved absence.
7. When the employee receiving Worker's compensation benefit checks elects to retain the Worker's Compensation checks if applicable, they would utilize leave without pay equal to the value of their benefit, then utilize only as much accrued sick or other applicable leave as would be required to receive 100% of his/her regular salary.
8. Payment of Group Benefits Premium for Employees on Leave Without Pay.

The HCS D will continue to pay the employer's portion of Group Benefits premiums (up to one year) for its employees on leave without pay, provided the employee continues to pay his portion of the premiums, under the following circumstances:

- a. The employee sustains a verified service-related injury.
- b. The employee is on leave for reasons for which leave without pay has been approved according to policy.
- c. The employee is on leave which qualifies under FMLA leave entitlement. (Refer to HCS D FMLA Policy No.4551)
- d. The employee is on LWOP for educational purposes which meet one or a combination of the following criteria:
 1. The employer requires the employee to take the course or training.
 2. The course or training is approved at the appointing authority/CEO level as being pertinent to the employee's work or goals of the HCS D.
 3. A stipend has been approved.

- e. The Human Resources/Payroll office responsible for benefits, premium deductions, and payments shall notify each affected employee when and where their payments are due and that their coverage may be jeopardized if they fail to contribute their portion of the premiums on a timely basis.

E. FAMILY AND MEDICAL LEAVE

Refer to HCSD Policy No. 4551.

F. FUNERAL LEAVE

- 1. A permanent or probationary employee may be granted time off without loss of pay on the day(s) before and/or the day of attending the funeral services or burial rites of certain immediate family/relatives. Such leave shall not exceed two days for the death of the following relatives:
 - Husband/Wife
 - Father/Stepfather
 - Mother/Stepmother
 - Grandchild (of employee)
 - Brother/Stepbrother
 - Grandfather/Grandmother (of employee)
 - Daughter/Stepdaughter
 - Son/Stepson
 - Mother-in-law
 - Father-in-law
 - Sister/Stepsister
- 2. An employee requesting and/or taking funeral leave shall complete and sign an "application for leave" form and file it with their appointing authority or designated representative. Employees must provide the name of the deceased and relationship to the employee on the leave request form.
- 3. Employees may be granted annual leave when additional time off is necessary following the death of one of the above listed relatives.
- 4. Annual leave may be granted to employees to attend any funeral.

G. EDUCATIONAL LEAVE

- 1. Educational leave **with pay** may be granted to any full-time permanent employee for attendance at an educational institution as follows:
 - a. A maximum of thirty (30) calendar days in one (1) calendar year may be approved, provided:
 - 1) The course taken is pertinent to the work of the employee and the goals of the HCSD
 - 2) Educational leave is applied for in advance
 - 3) The employee's absence does not adversely affect the operations of the agency.
 - b. Educational leave **with pay** may be granted to any full-time permanent employee for a maximum of ninety (90) calendar days in one (1) calendar year if training is required by the appointing authority.
Documentation for the required special training must be on file in the employee's official personnel record maintained in the Human Resources Department.

- c. Educational leave **with pay** will be granted only for the period of school attendance (plus reasonable travel time to and from classes, if the classes interrupt the work day), and shall be documented with the Human Resources Department by copies of the enrollment fee receipt, class schedule, and final grades.
- 2. Annual leave, compensatory leave, or in the absence of applicable paid leave, leave without pay may be granted to any full-time permanent employee to attend classes which are not work related or which extend beyond the time allowable for educational leave with pay. (refer to section V-D, LWOP)
 - a. Such leave will be given only for the period of school attendance (plus reasonable travel time to and from classes, if the classes interrupt the work day), and shall be documented with the Human Resources Department by copies of the enrollment fee receipt, class schedule, and final grades.
- 3. Educational leave shall only be granted for attendance at classes which interrupts scheduled work days and/or hours.
- 4. A full-time permanent employee may be granted educational leave **without pay** when stipends are available. Educational leave without pay in excess of three (3) months must be approved in the same manner as leave without pay for other purposes. (Refer to V-D, LWOP)
- 5. Employees attending classes on days off do not get educational leave.

H. CIVIL, EMERGENCY, AND SPECIAL LEAVE

An employee serving on Job Appointment, Probationary Appointment, or Permanent status shall be given time off without loss of pay, annual leave, or sick leave for the following events:

- 1. Court Appearance
 - a. To perform jury duty
 - 1. Employees dismissed from jury duty for the day must report to work if there is reasonable time to return to their office before the end of the work schedule.
 - 2. On days when employees are not expected to report for jury duty, but have not been dismissed, must report to work at the scheduled starting time.
 - 3. Employees working the evening and/or night shift should have their work schedules changed to the day shift to accommodate jury duty performance.
 - 4. Employees scheduled for a 12 hour day shift must use personal leave for any differences in time between their regular shift and jury duty and shall be given reasonable travel time.

Note: Leave allowed for jury duty may vary based on work location of employee and jury summons location.
 - b. Appear as a witness before a court, grand jury or other public body or commission.

- c. The employee must furnish a copy of the court summons as documentation of the request for leave prior to the scheduled appearance.
 - d. An employee who is the plaintiff or defendant in a court action or who has been summoned as a result of employment other than state employment shall not be eligible for civil leave and must be charged annual leave for such absence.
2. National Defense
Employees performing emergency civilian duty in relation to National Defense shall be granted civil leave.
 3. Civil Air Patrol
The employee is a current member of a Civil Air Patrol and incident to such membership is ordered to perform duty with troops or participate in field exercises or training, except that such leave shall not exceed 15 working days in any one calendar year and shall not be used for normal unit meetings or training.
 4. National Guard Emergency/Governor Activated
The employee shall be granted on-going special leave with pay as a member of the National Guard when ordered, by the Governor, to active duty for a local or state emergency. There is no time limit on this leave and employees receive full state pay in addition to any compensation provided by National Guard.
 5. National Guard Emergency/President Activated
Employees called to active duty in the National Guard by the President, is considered to be "Military Duty" and the "Military Duty" provisions apply. Refer to HCSD Policy No.4549, Military Leave Policy.
 6. Pre-Induction Physical Examination
The employee is ordered to report for pre-induction physical examination incident to possible entry into the military forces of the United States.
 7. Civil Service Examination
 - a. Special leave shall be granted to an employee, regardless of status, to participate in a Civil Service examination on a regular work day not to exceed six examinations per year. Annual leave shall be approved for any additional examinations.
 - b. Special leave will be granted only for the period of time to take the Civil Service exam plus reasonable travel time to and from the examining site, if the exam interrupts the work day.
 - c. A copy of the notice to appear for the examination and the final test results may be required by the appointing authority as documentation of the request for special leave.
 - d. An employee must arrange for Civil Service examinations in advance to avoid undue interruption of work schedules within the agency. The employee may be requested to delay an examination until a later date, provided the examination will be given on another date.
 8. Licensing Board Examination

An employee shall be granted special leave when taking a required exam, before a State licensing Board, which is pertinent to the employee's state employment.

I. NATURAL EMERGENCIES OR LOCAL CONDITIONS-CLOSURES

1. When civil disorders, floods, hurricanes, peril or danger from weather conditions, local emergencies, or other natural emergencies makes it impractical to continue full or partial operation, the Appointing Authority shall consider and determine "official closure" of the Hospital after the needs of the patients, clients and the public have been met.

In those cases where it is deemed necessary to "officially close" a facility, the Appointing Authority shall report such decision to the HCSD CEO, HCSD Deputy CEO, or the Human Resources Administrator as soon as reasonably possible.

Note: "Official closure", for purposes of this policy, is defined as:

In-patient facilities/medical centers: It shall be the point at which facility Disaster Plans are implemented and normal operations cease.

Headquarters Office: It shall be the point at which the CEO or designee declares the office officially closed.

2. Hospitals or other patient care/residential facilities may be closed only after all patients/residents are evacuated and arrangements are made for their care. In view of the nature of the service provided and the serious implications of insufficient staffing, all employees of these facilities are expected to comply with existing facility disaster plans and established internal procedures. No employee should automatically presume a closure has been declared, but rather shall call in and/or report for duty, as dictated by the facility disaster plan and established internal procedures.

3. Payment to Employees during Period of "Official Closure"

Should it be necessary to continue operation with an "activation team" or provide continuous service in the twenty-four (24) hour facilities or Headquarters Office during the period of "official closure", all employees who are required to report to work or remain on duty shall be compensated for hours worked in accordance with HCSD Policy No. 4548, Disaster Pay Policy and Procedures.

Employees reporting to work after the "official closure" has been lifted, as part of a recovery team, are to be paid in accordance with HCSD Policy No. 4548, Disaster Pay Policy and Procedures.

4. Leave Administration During "Official Closures"

The following provisions shall apply to all employees scheduled to work and those employees on approved paid leave whose normal schedule falls within the time frame of the "official closure".

- a. "Official Closure" **Before** the Workday Begins

1. Employees who were scheduled to work but are not required to report to work because of an "official closure" shall be coded with special leave for the entire shift and any consequent shifts for the remaining period of absence

- related to the “official closure”.
 - 2. Employees whose days off fall within the “official closure” shall not be eligible for special leave provisions.
 - 3. Employees on leave without pay on the day immediately preceding and following the “official closure” shall not be eligible for special leave provisions.
 - 4. Annual, sick, or compensatory leave shall not be charged for periods of “official closure”.
 - 5. Employees required to report for duty during an “official closure” shall be compensated as directed in accordance with HCSO Policy No. 4548, Disaster Pay Policy and Procedures.
- b. “Official Closure” **After** the Workday Begins
 - 1. Employees who were scheduled to work, but were prevented from reporting to work due to impassable roads (including reasonable alternate routes), or unsafe conditions, may be granted special leave for the period of absence. Eligibility for special leave shall be determined on a case by case basis.
 - 2. Employees who report to work shall be credited with regular duty time from the beginning of the shift until the effective time of “official closure”.
 - a) Employees released from duty at the time of “official closure” shall be coded to special leave.
 - b) Employees remaining on duty at the time of official closure” shall be compensated as directed in accordance with HCSO Policy No. 4548, Disaster Pay Policy and Procedures.
 - 3. Employees on leave shall be charged with the type of leave for any part of the workday which has elapsed from the beginning of the shift to the effective time of the “official closure” at which time they will be coded with special leave.
- c. If only part of the facility is affected and the facility is not “officially closed”, the following shall apply:
 - 1. Employees who report to work and are then released from duty shall be credited with regular duty time from the beginning of the shift until the effective time of being released from work status and shall be charged special leave for the remaining period of absence related to the affected partial/temporary closure.
 - 2. Employees on annual leave, sick leave, comp leave or leave without pay shall be charged with the type of leave previously approved.
 - 3. No additional compensation (pay or leave) shall be granted to anyone who remains on duty.

4. For a partial closure, the Appointing Authority may re-assign staff to other work areas in lieu of releasing employees from duty.
- d. In specific instances where individual employees are unable to report for duty due to natural emergencies or local conditions, but it is not deemed necessary to “officially close” an office or facility, the Appointing Authority or his designee may grant special leave to affected employees who were scheduled to work.
- e. When a natural emergency or local condition occurs which affects only a small number of employees (such as road closure due to flooding) and does not necessitate the “official closing” of an office or facility, employees on duty who reside in the affected areas may be released from duty on an individual basis and may be granted special leave for the period of absence. Eligibility shall be determined by the Appointing Authority.

J. CIVIL SERVICE APPEALS

Duty status of an employee while attending a Civil Service appeal hearing:

1. An employee who is called in or subpoenaed as a witness in an appeal hearing will be counted in work status for such time. This will include all time which occurs during his/her regular work time or outside such time.
2. An employee who is the appellant in an appeal hearing resulting from a disciplinary action will be counted in work status for such time as he/she is required to attend the hearing which occurs during his/her regular duty hours, but NOT for such time occurring after regular duty hours.
3. An employee, who is the appellant in an appeal hearing that is not the result of a disciplinary action, will be counted in work status for such time. This will include all time which occurs during his/her regular work time or outside such time.

K. MILITARY LEAVE

Please refer to HCSD Policy No. 4549.

L. PRE-RETIREMENT/PRE-RESIGNATION LEAVE USAGE

1. Retirement

Approval of annual or compensatory leave prior to retirement will be limited to the amount of annual leave the employees earns during a calendar year, provided:

- a. The employee submits evidence of the filing of the application for retirement with the respective retirement system. Additionally, the employee understands and is notified that acceptance of the leave granted, is an official acceptance of his/her retirement.
- b. The supervisor responsible for approval of his/her leave must assure that the requested absence from duty will not seriously hamper the efficient operation of the employee's work unit.
- c. The employee shall not engage in employment during the period of

leave which would be prohibited by the Commission on Governmental Ethics, by rules and regulations of the Civil Service Commission, or by regulations of his own Office.

d. The employee granted leave may be recalled to duty, canceling the period of leave.

2. Resignation

Approval of annual or compensatory leave prior to resignation will be limited to the amount of annual leave the employees earns during a calendar year, provided:

a. The employee submits an Exit Interview SF-14 or some other written notice of resignation, to include the effective date. Additionally, the employee understands and is notified that any such notice and acceptance of the leave granted, is an official acceptance of his/her resignation.

b. The supervisor responsible for approval of his/her leave must assure that the requested absence from duty will not seriously hamper the efficient operation of the employee's work unit.

c. The employee shall not engage in employment during the period of leave which would be prohibited by the Commission on Governmental Ethics, by rules and regulations of the Civil Service Commission, or by regulations of his own Office.

d. The employee granted leave may be recalled to duty, canceling the period of leave.

M. OTHER TYPES OF LEAVE

1. Unscheduled Absences/Emergency Leave

a. An employee requesting annual leave or leave without pay without sufficient advance notice given, as deemed appropriate by the appointing authority or his/her designee, shall be considered to be on unscheduled leave.

b. Employees, who fail to report to work, fail to call in or leave work without approval are considered to be on unauthorized leave.

c. Absences of this nature are expected to be minimal, and non-compliance with policy will subject an employee to disciplinary measures as determined by the policy of each facility.

2. Job Interview

a. An employee shall be granted time off with pay to report for an interview in connection with a possible transfer, promotion, or any other type of appointment within the HCSD. Any such time granted will be considered as work time.

Note: If the interview interrupts the work day, time away from work will be granted only for the period of time necessary to participate in the interview plus reasonable travel time to and from the interview site.

b. An employee requesting leave for interviews conducted at another state agency outside of the HCSD or in the private sector shall be

charged annual or compensatory leave or leave without pay for his/her absence.

3. Orientation, Conferences, and Workshops

Time off for orientation, on-the-job training, conferences, conventions and workshops for training purposes shall be authorized as follows:

- a. Whenever attendance at such a function is required by the appointing authority, the employee shall be permitted to attend while on duty status.
- b. When attendance at a training conference, convention, or workshop is optional, but considered by the appointing authority or his designee to be in the best interest of the HCSD, the employee may be permitted to attend while on duty status.
- c. An employee may be granted annual leave, compensatory leave or leave without pay to attend training functions which are not required by the appointing authority nor necessarily considered to be in the best interest of the HCSD.

4. Board Elected Position

a. Per Diem is Paid in Elected Position

An employee serving in an elected position on the Board of Trustees of the State Employees' Retirement System, or on the Civil Service Commission, for which a per diem is paid shall be granted annual or compensatory leave to attend the Board's regular monthly meeting(s) as follows:

1. One (1) day for the Board of Trustees of the State Employees' Retirement System
2. Two (2) days for the Civil Service Commission

b. Per Diem is NOT Paid in Elected Position

An employee serving in an elected position on the Board of Trustees of the State Employees' Retirement System, or on the Civil Service Commission, for which a per diem is NOT paid but receive reimbursement of expenses through the State Travel Regulations, shall be granted:

1. Two (2) days per month on-duty status to attend Board meetings
2. Any additional duty time or annual or compensatory leave granted these employees to attend to Board business shall be at the discretion of the appointing authority or as required by regulations of the Board.

5. Voluntary Disaster Service Leave/American Red Cross Relief Services

A full-time probationary or permanent employee may be granted time off without loss of pay, annual leave, compensatory leave, or sick leave, for a period not to exceed 15 work days in any calendar year, to participate in American Red Cross relief services in Louisiana, providing:

- a. The employee makes a written request for the time and includes the following information with the request:
 - 1) A written request for the employee's services from an

- official of the American Red Cross.
 - 2) The employee's certification as a Trained Disaster Volunteer
 - 3) The nature and location of the disaster
 - 4) The anticipated duration of the absence
 - 5) The type of service the employee will provide to the Red Cross
 - 6) The name and title of the Red Cross official who will be supervising the employee
 - b. The appointing authority may approval additional annual leave, compensatory leave, or leave without pay to extend participation with the American Red Cross relief services, as applicable.
- 6. Test Preparation Classes for Civil Service Exams
 With the approval of their supervisors, employees may be allowed work time to attend test preparation classes for Civil Service exams.
 - a. No annual leave shall be charged for such attendance.
 - b. Employees who attend such classes on non scheduled work days or before/after official work schedules shall not be eligible for overtime.
- 7. Voting Leave
 - a. A probationary or permanent employee may be granted time off without loss of pay, when voting in a primary, general or special election which falls on his regularly scheduled work day.
 - b. Employees whose workday is between the hours of 7:30 a.m. and 5:00 p.m. on an election day, and who are unable to vote prior to or after their workday may be allowed, upon request of the employee and **prior approval** of the department head/supervisor, time off with pay for voting in accordance with the following schedule:
 - 1) Voting residence within 0 – 30 mile radius of the work location may receive, with prior approval, 2 hours of leave
 - 2) Voting residence within 31 – 60 mile radius of the work location may receive, with prior approval, 4 hours of leave
 - 3) Voting residence of 61 or more mile radius of the work location may, with prior approval, receive one (1) day
- 8. Civil Service Commission Meeting Appearance
 Employees who wish to attend and/or speak must take leave if the meeting occurs during their regular official work schedule except:
 - a. Directed to attend or speak by supervisor
 - b. Attendance is considered part of their job
- 9. Legislature, Levee District, School Board, other Public Entity Appearance
 Employees who wish to address a matter of personal interest in front of a public body must take leave if the meeting occurs during their regular official work schedule except:
 - a. Directed to attend or speak by supervisor
 - b. Attendance is considered part of their job
- 10. Holidays

Official holidays in the HCSD are established for each fiscal year and are issued by the HCSD Administration. Payment for working on official holidays shall be paid in accordance with Civil Service Rules and the HCSD Policy and Procedures.

VI. MISCELLANEOUS LEAVE INFORMATION

A. LEAVE CREDITS FOR UNCLASSIFIED EMPLOYEES ENTERING CLASSIFIED SERVICE

The annual and sick leave credits of an unclassified employee who enters the classified service without a break in service of one or more working days shall be re-credited to the employee provided the leave was earned in accordance with an Executive Order of the Governor.

B. RE-CREDITING LEAVE UPON REEMPLOYMENT

1. All unused annual leave (over 300 hours) for which an employee was not paid at time of separation from state service and all sick leave remaining on the books shall be re-credited to an employed re-employed with permanent or probational status in the classified, or unclassified service within a period of five (5) years from date of separation, provided last separation was not to escape dismissal, or dismissal for disciplinary reasons.

2. An employee previously paid for annual leave who is reemployed in the classified service on probationary or permanent status shall repay the Department which re-employs them, the value of such annual leave at the rate paid, less the value of working hours for which they have been paid which intervene between the last day worked and the date of re-employment and shall be given credit for the number of hours of annual leave for which they have made reimbursement except when:

- a. An employee returns to work for the first time after retirement or
- b. An employee is re-hired into a Job Appointment
- c. An employee is re-hired into a WAE temporary appointment or other non-leave earning position

Annual leave re-purchased under this provision shall be credited to the employee at the time of reemployment.

3. An employee re-hired into a Job Appointment or WAE temporary appointment shall not be re-credited with any annual leave, sick leave or compensatory leave, which remained on the books for which they were not paid at the time of a prior separation.

C. RE-CREDITING LEAVE UPON REINSTATEMENT BY THE CIVIL SERVICE COMMISSION

1. An employee who is reinstated into the classified service by order of the Civil Service Commission, following an appeal, may re-purchase all or part of the annual leave paid to them at the time of termination.

2. Any annual leave for which the employee was not paid and all sick leave

which they had at the time of termination shall be re-credited upon reinstatement.

VII. EXCEPTIONS

Any exception to this policy must be approved by the HCSD Deputy CEO. Requests for exception shall be submitted to the HCSD Human Resources Administration for review and forwarding to the Deputy CEO.