

LEAVE
PERSONNEL

Effective date: 10/83
Revision date : 08/12
Review date :

Policy:

Ensure that adequate personnel are available to perform the required maintenance and operation functions.

Prevailing Codes and Standards:

State Civil Service/LSUHSC/Physical Plant Policy

Procedure:

I. ANNUAL LEAVE

- A. Annual leave must be applied for and approved by the immediate supervisor in advance except as described in B.
- B. When personal emergencies or situations arise such that immediate annual leave is desired and cannot be applied for and approved in advance, the annual leave may be requested by phone. Approval will be at the discretion of the immediate supervisor and may be influenced by the nature and duration of the personal situation and the impact of the requested absence on the workplace. When such leave is approved, the employee must fill out a leave form upon his return.
- C. Annual leave may be requested when a sick employee has exhausted his sick leave.

II. SICK LEAVE

- A. Sick leave will only be used for the employee's illness.
- B. Employee must apply for sick leave prior to a scheduled doctor appointment.
- C. When calling in sick, employee must call in prior to scheduled start time.
- D. Physician's Certificate:
 1. May be requested by the supervisor at his discretion.
 2. Must be produced immediately upon returning to work.
 4. Must release an employee to full duty. Return to light duty will be considered if there is a job that can be identified that the employee is able to perform. Assignment to light duty must be approved by Human Resource Management.
- E. Employees failing to produce a physician's certificate will be subject to the following:
 1. Leave without pay for the time and date they are absent.
 2. Receive disciplinary action according to established policy.
- F. Sick leave may not be used in place of annual leave.

III. FUNERAL LEAVE

- A. Two days of funeral leave will be given to an employee to attend the funeral services or burial rites of a member of the immediate family.

- B. Immediate family is defined as:
 - 1. Father/Stepfather
 - 2. Mother/Stepmother
 - 3. Brother/Stepbrother
 - 4. Sister/Stepsister
 - 5. Husband/Wife
 - 6. Child/Stepchild
 - 7. Father-in-law/Mother-in-law.
 - 8. Grandparent/Grandchild
- C. Funeral leave must be requested and available proof on time and place of funeral or burial rites may be requested.
- E. Denial of funeral leave must be justified on the basis of critical shortages in staff or anticipated demand on the department.

IV. **CIVIL/MILITARY LEAVE**

- A. CIVIL LEAVE: An employee will be given civil leave when:
 - 1. Performing jury duty.
 - 2. Appearing as witness in court. (**Note: Appearance in court as Plaintiff or Defendant requires Annual Leave.**)
 - 3. Performing Emergency Civilian Duty for National Defense.
 - 4. Determination by Appointing Authority regarding prevention of work by an Act of God.
 - 5. Voting -- Maximum two hours in Parish. Maximum one day outside Parish. Amount of civil leave approved is calculated based on driving distance to work and length of time required to vote. Annual leave will be allowed for the balance of the day if requested.
 - 6. Civil Service Examination.
 - 7. Pre-induction Physical Examination for Military Service.
- B. MILITARY LEAVE: Military leave should be granted when an employee is ordered to active duty in the Armed Forces or National Guard.
 - 1. Employee is entitled to 15 days of military leave with pay per calendar year.
 - 2. Employee must inform department of leave option (annual or LWOP) if military leave will exceed 15 days in a calendar year.
- C. DOCUMENTATION: Requests for civil and military leave must be accompanied by appropriate documentation.
 - 1. Military Leave: Military Orders.
 - 2. Civil Leave : Summons or Subpoena.

V. **EDUCATIONAL LEAVE**

Employee shall request education leave in writing. All educational leave shall be approved by Director of Physical Plant based on recommendation of supervisor.

- A. College
 - 1. Medical Center policy allows up to three hours per week paid educational leave for job related college courses approved by an employee's supervisor (see attached form).
 - 2. LSU-S will waiver tuition for LSUHSC employees for up to 6 hours per semester of job related courses.
 - 3. A reasonable amount of travel time to and from the course location will be approved as Annual Leave.
- B. Other Educational Seminars, Courses and Meetings
 - 1. Absence from the job to attend ongoing courses offered on campus (such as Project Care) must be approved in advance by the supervisor.
 - 2. Although not recorded on the time sheet as leave, time to attend ongoing courses will be limited to three hours per week, and will not be approved if educational leave to take college courses has been approved during the same time period.
 - 3. Absence from the job to attend other seminars or meetings must be approved in advance by the supervisor.
 - 4. Participation in seminars requiring travel or other expenses to the university must be approved in advance by the supervisor and the Director of Physical Plant and Facility Planning.
 - 5. Attendance to required seminars (such as Campus-wide Education Day) must be scheduled in advance by the supervisor.

VI. LEAVE BALANCE

- A. Leave balance is printed on the employee's payroll check stub.
- B. Leave balance required between pay checks can be confirmed by contacting Physical Plant Maintenance Control.
- C. Leave that has not already been accrued cannot be taken.

VII. LEAVE WITHOUT PAY (LWOP)

- A. LWOP is given to employees for an unauthorized absence and may result in disciplinary action.
- B. LWOP is given to employees requiring additional time off when annual and sick leave are exhausted as provided by the "Family Leave Act."

VIII. UNSCHEDULED ABSENTEEISM POLICY

- A. Supervisor must give employee written notice regarding their absenteeism before an absence is coded as "unscheduled."
- B. Unscheduled absence is any absence which the employee did not obtain verbal or written supervisor approval forty-eight

hours prior to the employee's scheduled workday. This includes Annual leave, Sick leave, or Leave-Without-Pay.

- C. Absences coded as unscheduled must be for a minimum five (5) hour period.
- D. Employee can be non-disciplinary removed under the following circumstances:
 - 1. The employee is unable to perform the essential functions of his/her job due to illness or medical disability and he/she has fewer than eight (8) hours of sick leave and his job must be performed without further interruption.
 - 2. When an employee has more than nine (9) unscheduled absences during any consecutive 26 week period. One unscheduled absence may be any continuous period or minimum five (5) hour period. **Approval of leave after the fact to cover an unscheduled absence shall not prevent the absence from being considered unscheduled.** The supervisor may choose to place an employee on unauthorized leave without pay for any unscheduled absence for which the supervisor will not grant approval. This includes the denial of a request for annual leave.
- E. Approved Family Medical Leave will not be considered as an unscheduled absence.
- F. The supervisor shall notify the employee each time an absence is counted as an "unscheduled" absence and shall maintain documentation of the notices.

IX. CALL-IN PROCEDURE (PHYSICAL PLANT POLICY)

- A. Anytime an employee does not obtain written or verbal approval 48 hours in advance of their scheduled work day, they must:
 - 1. Follow the call-in guidelines established by the supervisor/foreman.
 - 2. Follow the call-in guidelines established by Physical Plant Administration.
 - a. Call number (318)675-5822
 - b. State your name, and if you are requesting annual or sick leave.
 - c. Failure to follow call-in procedure
 - I. 1st occurrence is an oral counseling
 - II. 2nd occurrence is a formal write-up
 - A. Write-up must indicate
 - 1. Oral counseling
 - 2. Occurrence this time
 - 3. It must also state that all further occurrences will be coded as leave without pay
 - III. 3rd occurrence is leave without pay

3. Physical Plant Shop Foremen must:
 - a. Contact the shop 2nd in command and advise that they are in charge until Foreman returns.
 - b. Call Ernie/Keith and advise that they will not be in
 - c. Call Physical Plant call-in line at (318) 675-5822