I. Purpose
Reliable attendance is one of the major keys to operating a proficient organization that works toward fulfilling our mission statement. Excessive absenteeism or tardiness can destroy efforts to provide a pleasant working environment. It also can place hardships on co-workers by increasing the work load which may result in work not being completed or completed incorrectly. Sections of the University’s Policy Statement 12 (PS-12) regarding Leave Guidelines for Classified Employees are stated below for your review. In an effort to alleviate the number of absences from the workplace and to provide fair and equitable regulations for all employees, the Department of Residential Life has instituted procedures governing the application and certification of leave requests.

II. (PS-12) Policy Definitions and Departmental Procedures
Employee refers to persons who are employed in some capacity by the Department of Residential life.

Classified refers to those employees covered by the provisions of the Louisiana State Civil Service System.

Unclassified refers to administrative officers and professional staff who are exempt from the provisions of the Louisiana State Civil Service System. These individuals hold their positions at the pleasure of the Board of Supervisors, except as otherwise stated in the Board of Regulations.

Annual leave is leave with pay granted an employee for rehabilitation, restoration (such as vacations), and maintenance of work efficiency, Family and Medical Leave (FMLA) or any personal affairs.
Sick leave is leave with pay granted an employee who is suffering with a disability as a result of accident, illness, psychological problems or childbearing which prevents the employee from performing usual duties and responsibilities or who requires medical, dental, or optical consultation or treatment.

**ANNUAL LEAVE**

The granting of annual leave is NOT automatic and may be denied or restricted base on business necessity. It must be requested **24 hours in advance** and may or may not be approved by the supervisor. **Any annual leave requested during closing and opening of the residence halls and conference season, must be submitted no later than two weeks before the first official scheduled date.** Supervisors have the right to make schedule changes based on required workload. All requests are considered in accordance with the workload and departmental requirements.

a. **Periods of less than one work week:** Approval will be based upon the department’s work load and the employee’s work, attendance record and applicable Family and Medical Leave regulations. Application for this type of leave will be made in writing to the appropriate supervisor for approval at least 24 hours in advance prior to the requested leave date. When justifiable emergency situations occur, the supervisor reserves the right to waive the one-day prior notice rule.

b. **Periods of one week or more:** Granting of this leave by the supervisor will be based upon the department’s workload, and scheduled vacations of other employees. Written application for this type of leave should be made at least one week in advance, except in the case of Family and Medical Leave when medical necessity makes it impractical to make the request in advance.

c. **Leave will not be permitted for periods of more than two (2) weeks** at a time without approval of the Assistant Director of Residential Life Facilities. Such requests will be made in writing through the custodial supervisor at least one (1) week in advance, except in the case of approved FMLA documented leave. Please note in this event more than one week notice would be appreciated, if possible.

**SICK LEAVE**

It is the policy of LSU to grant sick leave so that employees will not suffer the loss of pay when unable to work. The policy is intended to help relieve the financial worries which often occur during a period of incapacitation. For these reasons, it is expected that sick leave will only be used as appropriate. Abuse of this benefit is cause for disciplinary action.

1. An employee, who is absent from work because of illness, disability, or other medical related circumstances in relation to his/her self, qualifies under the sick leave policy and is required to immediately report the absence to his/her supervisor. Upon returning to duty, the employee must file a written certificate for the amount of sick leave taken.

2. If an employee is absent from work for two (2) consecutive work days or less, they will not normally be required to provide certification.

3. If an employee is absent for three (3) consecutive work days, but not more than five (5) Consecutive work days, the supervisor may require a doctor’s excuse or some form of written proof of illness.
4. An employee absent for more than five (5) consecutive work days or more will be required to submit written certification from a registered physician or other acceptable proof of disability. The need for written proof of short-term illness, plus those of two (2) days or less, will be determined by the employee’s attendance record and other matters, including sick leave sanctions.

5. Employees requesting sick leave for a doctor’s appointment should request time for their appointment no later than the day before such appointment. Supervisor in the case of sudden illness will grant exceptions when a doctor’s care is necessary. Sick leave may only be taken if it is for the employees themselves. It may not be taken for family members, etc.

6. Any employee, who is ill or injured and unable to report to work, must call by 8:20 a.m. and speak to his or her supervisor or his or her Associate/Assistant Director. If neither is available, a text message or email may be used as an alternative. Failure to call, text, or email will result in “Unauthorized Leave without Pay”. Leaving messages on an answering device is not acceptable. A Director may modify this procedure for their section via a revised process in the Staff Handbook with approval of the Executive Director, based on need.

FUNERAL LEAVE

In accordance with University Policy Statement 12, the following will apply:
“Employees may be granted leave with pay to attend the funeral rites of a spouse, parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, grandparent, or grandchild; provided such time off shall not exceed two days on one occasion.”

Departmental employees are required to submit an obituary (or equivalent) on return to the workplace. The documentation will be attached to the leave request form and submitted to the office of the departmental Human Resource Analyst by the employee’s supervisor.

Further, leave taken in excess of the two (2) days provided under PS-12 will be charged to annual leave or, in the event no annual leave is accrued, authorized leave with pay. In the event an employee requests sick leave immediately prior to or following the two days off, a physician’s certification will be required upon return to work.

GENERAL PROCEDURES FOR REPORTING LEAVE

Leave procedures are essential in order that all employees have a clear understanding of the amount of leave authorized.

- To qualify for paid leave employees must follow the leave procedures set by the department.
- The employee must submit a request for leave 24 hours in advance to the appropriate supervisor unless the leave qualifies as an emergency.
- **If approved**, the Custodial Supervisor makes out a duplicate copy of the “Application for Leave” form, indicating the exact time it starts and ends. The Supervisor will generally inform the employee as soon as possible, but no later than one working day from the date of the leave, if approval is granted or denied. If the leave is *not approved* the employee is expected to be at work on the day(s) in question. If the employee does not show up for work on the day(s) of unapproved leave, then the leave will be “Leave without Pay” and disciplinary actions may be taken.

- The “Application for Leave” form is not valid until it is signed and dated by the employee and the supervisor. It is the responsibility of the employee to follow through and ensure that the leave slip is signed and dated before leave is taken. If the slip arrives to the payroll office unsigned it will result in a payroll adjustment until all procedures are completed in accordance with the policy and procedures.

- The employee and/or the supervisor may request a copy of the completed “Application for Leave” form for his/her record while the original is filed in HRM.

- Employees are required to return to work per approval, unless the supervisor approves an extension.

- Unjustified absence may be cause for leave sanctions and/or disciplinary action.

Emergency situations and/or extenuating circumstances will be considered on a case-by-case basis. However, employees may be required to provide justification for an emergency situation and/or extenuating circumstances.