



POLICY TITLE
Employee Leave Policy

POLICY NUMBER
7-004

Responsible Unit: <i>Southern University System HR Office</i>	Effective Date: <i>05/01/2023</i>
Responsible Official: <i>Associate Vice President for Human Resources,</i>	Last Reviewed Date: <i>08/2022</i>
Policy Classification: <i>Human Resources</i>	Origination Date: <i>1998</i>

I. POLICY STATEMENT AND RATIONALE

This policy is intended to define and incorporate in one policy the various types of leaves of absence and polices related thereto in order that procedures can be developed and maintained and in accordance with, Southern University System, State and Federal regulations.

II. POLICY

Employees cannot be absent from their duties without proper authorization. It is the responsibility of the department head, supervisor, or other designee to receive and to review leave requests for employee's absences and approve or disapprove such requests in accordance with System policy and to ascertain that accurate leave records are maintained for reports on leave accrued and leave taken. No employee shall approve or solely maintain records for their own leave of absence.

III. POLICY COMPLIANCE

This policy and accompanying procedures apply to all SU System employees. If an employee fails to comply with this policy and accompanying procedures, the employee may be subject to disciplinary actions.

IV. POLICY DEFINITIONS

Academic Employee:

1. Faculty – Full-time members of the academic staff on the various campuses with the rank of instructor or above and equivalent ranks.
2. Other Academic – Part-time members of the academic staff; members of the academic staff below the rank of instructor or equivalent.

Administrative Leave

Leave with pay without loss of annual leave or sick leave granted by the President or his designee for extenuating circumstances.

Annual Leave

Leave with pay granted for the purpose of rehabilitation, restoration, and maintenance of work efficiency, or the transaction of any personal affairs.

Civil Leave

Leave with pay without loss of annual leave, or sick leave granted an employee to perform jury duty, to appear as subpoenaed before a court, public body, or commission, to perform civil duties in connection with national defense or other civil emergencies, or to vote. Employees that are plaintiffs and defendants in a legal matter must use annual leave or leave without pay.

Classified Employees

All employees in positions covered by the provisions of the Louisiana Civil Service System.

Compensatory Leave

Leave granted to eligible classified employees or unclassified exempt employee, under federal law as compensation for overtime work.

Educational Leave

Leave granted to eligible employees for study which will culminate in the receipt of an advanced degree.

Emergency Leave

Leave granted by the System President or Chancellor to a group of employees who have been affected by extraordinary conditions which are defined at the time of the emergency.

FMLA

Eligible employees are entitled to be absent from work for a qualifying event covered by and in accordance with the provisions of the Family and Medical Leave Act (FMLA). The following basic principles apply:

- A. FMLA-covered leave is leave-without-pay unless the employee has accrued paid leave (e.g., annual or sick) which is approved to be used to cover all or part of the absence in accordance with applicable leave regulations.
- B. An eligible employee is an employee of the University who:
 - a. Has been employed by the State for at least 12 months, and
 - b. Has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.
- C. The absence must be for one of the following qualifying events:
 - a. For birth of son or daughter, and to care for the newborn child.
 - b. For placement with the employee of a son or daughter for adoption or foster care.
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition as defined by the FMLA.
 - d. Because of a serious health condition, as defined by the FMLA, that makes the employee unable to perform the functions of the employee's job.
- D. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parents is a military member on covered active duty.
- E. An eligible employee may also take up to 26 workweeks of FMLA leave in a single 12-month period: to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leaves).
- F. An eligible employee is entitled to a total of 12 work weeks of absence during a 12-month period using the "first usage" method of determining the 12-month period as defined by the FMLA.
- G. Each campus shall have the responsibility for developing its own specific policies and procedures for implementation of the FMLA.

Full-time academic and Unclassified (12-month) Employee

A member of the academic or unclassified staff on full-time status as defined by the appointment. For leave accrual purpose the work week is deemed to be forty (40) hours.

Full-time Classified Employees

The standard work week for each full-time employee in the classified service shall be forty (40) hours. The President and/or Chancellor may specify a work week exceeding forty (40) hours for employees in specific position classes within the System or with the approval of the Civil Service Commission for employees in specific divisions or activities within the System.

Funeral Leave

Employees may be granted up to two (2) days of paid “funeral leave” per occasion to attend the wake and/or funeral services for the family members listed below. An employee may attend the funeral services for other family members; however, the employee must request and use annual leave.)

- Parent or Stepparent
- Child or stepchild
- Brother or stepbrother
- Sister or stepsister
- Spouse
- Mother or Father-in-law
- Grandchild
- Grandparent

Holiday Leave

Leave with pay. The holiday leave schedule will be published annually.

Leave of Absence

Permission to be absent from duty.

Leave of Absence Without Pay

Leave granted to employees for good cause under stipulated conditions.

Military Leave

Leave granted to an employee who is ordered to duty with troops or at field exercises or for instruction with any branch of the Armed Forces, including the National Guard.

Medical Leave

Leave granted for a longer absence due to a serious health condition, illness or family medical emergency.

Part-time Academic or Unclassified Employee

A member of the academic or unclassified staff on part-time status as defined by the appointment.

Sabbatical Leave

Leave granted to faculty for study and research, the object of which is to enable the faculty to increase their professional efficiency and usefulness to the System.

Sick Leave

Leave with pay granted an employee who is suffering with a temporary disability as a result of accident, illness, or childbearing which prevents the employee from performing usual duties and responsibilities or who require medical, dental, or optical consultation of treatment.

Temporary Employee

An employee who is appointed for 180 days or less.

Unclassified Employee

1. Administrative officers, professional staff, and positions specifically exempt from the classified service under Article X of the Constitution of the State of Louisiana.
2. Other positions exempt from the classified service by special action of the State of Louisiana, Department of Civil Service.

V. POLICY IMPLEMENTATION PROCEDURES

An employee cannot be absent from duties without proper authorization. The manager and supervisor are responsible to receive and to review employee's requests for leaves of absences, approve or deny such requests in accordance with System policies and procedures. The manager and/or supervisor will keep accurate leave records for all employees. The Southern University System provides the following leaves of absences. This section describes the means by which this policy is implemented and serves as a summary of the policy implementation process. Detailed steps for policy implementation may be developed in a separate procedures document. Link(s) to a detailed implementation procedures document shall be provided.

I.) ACADEMIC AND UNCLASSIFIED EMPLOYEES

Annual and Sick Leave

Academic employees with an academic year appointment do not accrue annual leave but accrue sick leave.

II.) UNCLASSIFIED AND ACADEMIC ADMINISTRATORS

Annual and Sick Leave

Academic and unclassified employees with a twelve (12) months appointment, accrue annual leave and sick leave.

III.) TEMPORARY AND PART-TIME EMPLOYEES

Annual and Sick Leave

Transient, contingent, W.A.E. and student employees do not earn annual or sick leave.
Part-time academic and unclassified employees do not earn annual or sick leave

IV.) CLASSIFIED EMPLOYEES

Annual Sick Leave

The provisions of the Louisiana Department of Civil Service as provided in the Civil Service Rules and the Civil Service Manual determine the leave policies and procedures for classified employees.

V.) LEAVE OF ABSENCES OTHER THAN ANNUAL AND SICK LEAVE

- A. Administrative Leave
- B. Civil Duty Leave
- C. Compensatory Leave
- D. Education Leave
- E. Emergency Leave
- F. FMLA
- G. Funeral Leave
- H. Holiday Leave
- I. Leave of Absence
- J. Leave of Absence without pay
- K. Military Leave
- L. Sabbatical Leave

VI. POLICY RELATED INFORMATION

This section may provide links to applicable federal, state, and local laws, policies, regulations or SUS Board Bylaws that impact this policy.

VII. POLICY HISTORY AND REVIEW CYCLE

This section identifies whether this is a new or existing policy. The effective date of this policy is determined by the approval dates of both the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.

VIII. POLICY URL

www.sus.edu

IX. POLICY APPROVAL

This section identifies the appropriate approval official(s).



Dennis J. Shields,
President-Chancellor, Southern University and A&M College System

Effective Date of Policy



The Honorable Myron K. Lawson
Chairperson - Southern University System Board of Supervisors

4-21-22

Effective Date of Policy

POLICY TITLE
EMPLOYEE LEAVE POLICY
PROCEDURE 7-004.1
MEDICAL LEAVE PROCEDURES

I. POLICY STATEMENT AND RATIONALE

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III. MEDICAL LEAVE PROCEDRUES

A. Medical Leave

Leave granted for a longer absence due to the serious health condition or a family medical emergency.

B. Employee completes the electronic Medical Leave of Absence Form listing the most accurate begin and end dates known for their leave and submits the form to their supervisor/manager for review and first line approval. An

employee must complete the form as soon as practicable upon learning of for their leave of absence (30 days would be ideal). **An employee must complete a new Medical Leave of Absence form for each leave extension.**

- a. The Supervisor's supervisor will be the second line approval.
 - b. The Department Head will the third line approval
 - c. After the department head approves the Medical Leave Form, the form will be forwarded the Campus HR department.
- C. Employee completes the necessary FMLA medical certification form (for employee's serious health condition) and the FMLA Family medical certification form (for family member's serious health condition). Employees should complete this medical certification form even if their leave may not qualify under the FMLA provisions. For example, an employee may have exhausted their twelve (12) work weeks for designated FMLA leave, but still have a documented medical need to be absent. If a request is an extension, the employee must complete a new electronic Medical Leave form and also submit an updated FMLA/ medical certification form to the Campus HR department.
- D. Employee maintains responsibility for continuing payments for health insurance and/other benefits premiums for themselves and applicable spouses/dependents to ensure coverage, when/if they exhaust paid leave.
- E. Campus HR department reviews the electronic Medical Leave form.
- F. Campus HR department approves the electronic Medical Leave form and submits the form to the Campus Chancellor for approval.
- G. Upon Campus Chancellor approval, the Medical Leave Form is submitted to the Campus HR department for final processing.
- H. The Campus HR department drafts a medical leave agreement letter and prepares a calendar for the employee, detailing the length of the medical leave, type of leave that will be used for the duration and if any portion of the leave will be unpaid.

- I. The Campus HR department will meet with the employee to discuss the medical leave agreement, leave balances and FMLA if applicable.
- J. The Campus HR department will email all necessary documentation to all applicable departments.
- K. The Campus HR department will review the Medical Leave database regularly, contact the employees who are due to return within one to two weeks, in addition to employees who may need to revise their current leave dates.
- L. The Campus HR department will use the Medical Leave database for leave balances and leave without pay to inform and to update payroll processing.
- M. The Campus HR department will create new medical leave agreement and calendars as needed.