



POLICY TITLE
Employee Leave Policy

POLICY NUMBER
SUS-7-012

Responsible Units: <i>System Office of Human Resources</i>	Effective Date: <i>08/15/2025</i>
Responsible Officials: <i>Chief Human Resources Officer</i>	Last Reviewed Date: <i>07/01/2025</i>
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I. POLICY STATEMENT AND RATIONALE

The Southern University System is committed to fostering a supportive and compliant workplace that promotes employee well-being, operational continuity, and adherence to applicable state and federal laws. This Employee Leave Policy provides a unified framework for administering various types of leave for unclassified staff and faculty, including annual, sick, compensatory, parental, educational, and other applicable leave types.

This policy ensures that leave is managed equitably, consistently, and in accordance with the Louisiana Revised Statutes, the Fair Labor Standards Act (FLSA), the Family and Medical Leave Act (FMLA), and Louisiana State Civil Service rules, where applicable. It clarifies employee entitlements, supervisor responsibilities, and administrative procedures regarding the accrual, use, and payment of leave balances.

Leave policies are essential to balancing the personal and professional demands placed on employees while maintaining the effective operation of the University. This policy consolidates and updates previous guidance to provide a transparent and comprehensive structure that supports health, family obligations, professional development, and public service—while preserving the integrity and continuity of university services.

By establishing uniform practices across all campuses of the Southern University System, this policy ensures fairness, reduces administrative ambiguity, and supports workforce retention, engagement, and compliance with statutory and regulatory obligations.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all unclassified employees of the Southern University System, including 12-month and 9-month faculty, professional staff, and administrative personnel at all campuses and the System office. The provisions outlined herein govern the accrual, use, transfer, payout, and management of leave benefits for eligible unclassified employees.

This policy does not apply to classified employees, who are governed by the Louisiana State Civil Service Rules, nor to student workers, temporary or intermittent employees, or contract workers unless otherwise specified. Leave for classified employees is administered in accordance with applicable Civil Service rules and policies.

The intended audience for this policy includes:

- **Unclassified faculty and staff** eligible to accrue and use leave.
- **Supervisors and managers** responsible for approving and monitoring employee leave.
- **Human Resources professionals** responsible for implementing and auditing leave policies and practices.
- **Campus administrative officers** and appointing authorities who ensure institutional compliance with leave-related laws and policies.

III. POLICY COMPLIANCE

All unclassified employees of the Southern University System are expected to comply with the provisions of this policy. Supervisors, managers, and Human Resources personnel are responsible for ensuring that leave is requested, approved, recorded, and administered in accordance with this policy and applicable laws.

Failure to adhere to this policy may result in:

- Denial of leave,
- Improper documentation or loss of leave benefits,
- Recovery of overpayments or improperly used leave, and/or
- Disciplinary action, up to and including termination of employment.

Employees are responsible for:

- Submitting timely and accurate leave requests,
- Providing necessary documentation when required, and
- Reporting absences according to established campus procedures.

Supervisors are responsible for:

- Reviewing and approving leave in a consistent and fair manner,
- Ensuring adequate departmental coverage, and
- Maintaining accurate and auditable leave records.

Human Resources is responsible for:

- Interpreting and enforcing this policy,
- Providing training and guidance to departments, and
- Ensuring that leave practices are in compliance with state and federal laws and System guidelines.

Any suspected misuse of leave or violation of this policy should be reported to the campus Human Resources Office for review and potential corrective action.

IV. POLICY DEFINITIONS

1. Administrative Leave: Leave with pay without loss of annual leave or sick leave granted by the President or his designee for extenuating circumstance.
2. Annual Leave: Leave with pay granted for the purpose of rehabilitation, restoration, and maintenance of work efficacy, or the transaction of any personal affairs.
3. Appointing Authority: The SUS System President or the SUS Campus Chancellor or their designee.
4. Civil Leave: Leave with pay without loss of annual or sick leave granted to 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.
5. Classified Employees: All employees in positions covered by the provisions of the Louisiana Department of State Civil Service.
6. Compensatory Leave: Leave granted to eligible classified and unclassified employees, under federal law as compensation for overtime work.
7. Educational Leave: Leave granted to eligible employees for study which will culminate in the receipt of an advanced degree.
8. Emergency Leave: Leave granted by the System President or Chancellor to employees who have been affected by extraordinary conditions which are defined at the time of the emergency.
9. Family and Medical Leave Act (FMLA): A federal law that provides eligible employees with up to 12 workweeks of unpaid, job-protected leave per year for qualifying family and medical reasons. Refer to SUS Personnel Policy 7-009 for details.
10. Fair Labor Standards Act (FLSA): A federal law that sets standards for minimum wages, overtime pay, recordkeeping, and child labor.

11. Legal Parent: A person having a genetic relationship to the child or affiliated with the child through legal presumption or assisted reproductive technology.

12. Pregnant Workers Fairness Act: A federal law that requires employers to provide reasonable accommodations for employees with known limitations due to pregnancy, childbirth or related medical conditions unless it would cause an undue hardship.

13. Unclassified Employees: Positions specifically exempt from the classified service as defined in Article X of the Louisiana Constitution, Section 2 and 42. The term “unclassified employee” in this policy includes faculty and staff.

14. Work Week (Full-Time): For the purpose of accruing and taking leave, the Appointing Authority or designee shall establish work weeks of not less than forty (40) hours per week or pay periods of not less than eighty (80) hours per pay period. *La. R.S. 17:3311*

15. Work Week (Part-Time): For the purpose of accruing and taking leave, the Appointing Authority or designee shall establish work weeks or pay periods proportionate to their part-time appointment.

V. POLICY IMPLEMENTATION PROCEDURES

a. ANNUAL AND SICK LEAVE ANNUAL AND SICK LEAVE ELIGIBILITY

- i. Unclassified, 12-month staff and faculty shall earn annual leave. Faculty appointed for 9 or 10 months do not earn annual leave.
- ii. Unclassified staff and faculty, including 9- month faculty, shall earn sick leave.
- iii. Adjunct (temporary, part-time) faculty, student workers, per diem, intermittent, seasonal, or temporary employees who do not have a regular appointment are not eligible to earn leave.

b. ANNUAL AND SICK LEAVE ACCRUAL

YEARS OF SERVICE	Per hour	Biweekly	Monthly	Faculty
Less than 3 yrs.	0.0461	3.69	7.99	8
3 years but less than 5 years	0.0576	4.61	9.98	10
5 years but less than 10 years	0.0692	5.54	11.99	12
10 years but less than 15 years	0.0807	6.46	13.98	14
15 years and over	0.923	7.38	15.99	16

- i. Annual and sick leave shall be accrued by each eligible unclassified staff and faculty. See the eligibility section for details.

- ii. Public parish school system employment is accepted under this policy as “state service” for determination of years of service for accurate leave accrual rate calculation. Public parish school system employment does not, however, provide eligibility for transfer of leave balance for staff from the public parish school system to the SUS. Public parish school system faculty to faculty transition is eligible for transfer of sick leave only.
- iii. No annual or sick leave shall be credited until the employee has completed the pay period.
- iv. No annual or sick leave is accrued for any:
 - 1. Overtime hour(s),
 - 2. Hour(s) of leave without pay,
 - 3. Hour(s) of on-call status outside regular duty hours,
 - 4. Hour(s) of travel or other activity outside the employee’s regular duty hours,
 - 5. Hour(s) of a holiday or other non-workday which occurs while on leave without pay on both sides of the holiday,
 - 6. Hour(s) while an employee is on unpaid sabbatical leave, or
 - 7. Hour(s) of leave of absence without pay. However, time spent on sabbatical leave does count as service toward leave accrual rate change.

c. USE OF ANNUAL LEAVE

- i. Electronic application should be made prior to utilizing annual leave. All requests must be at least two weeks in advance for periods of one week or more, except when medical necessity makes it impractical to make the request in advance.
- ii. Granting of annual leave is not automatic and may be denied or restricted based on business necessity;
- iii. Any employee not reporting to work when a request for annual leave has been denied will be considered on unauthorized leave without pay and will be subject to disciplinary action.
- iv. Annual leave must be used for voluntary or involuntary conditions for personal or non-university related activity during work hours.
- v. An Appointing Authority may require an employee who has sufficient annual leave to their credit to take annual leave whenever the Appointing Authority feels that it is best for the employee or the SUS.
- vi. Annual leave is to be taken in minimum increments of one-half hour.
- vii. No eligible employee shall be charged annual leave until available compensatory leave balances have first been exhausted.
- viii. The use of accrued unused annual leave immediately preceding retirement of unclassified staff will be limited to a maximum equal to 160 hours. As with all annual leave, this is not automatic and may be denied or restricted based on business necessity.

d. USE OF SICK LEAVE

- i. An unclassified employee shall apply for use of sick leave when:

1. Illness or injury prevents them from performing their work duties;
or
2. They have medical, dental, or optical consultation or treatment.
When practical, such an application shall be made in advance.
- ii. Sick leave may be used to care for an immediate family member suffering an illness or injury or to accompany an immediate family member to a medical, dental, or optical consultation or treatment. An immediate family member means a spouse, parent, or child of an employee.
- iii. Employees absent for more than three (3) consecutive workdays for personal illness will be referred to the FMLA policy and procedure.
- iv. Employees may be required to provide a physician's excuse. The need for written proof of short-term illness (1 – 3 days) shall be determined by the supervisor.
- v. Employees may choose to use compensatory leave in place of sick leave.
- vi. Sick leave is to be taken in minimum increments of one-half hours.
- vii. Abuse of sick leave may result in disciplinary action, up to and including termination.

e. WORKERS' COMPENSATION AND LEAVE USE

- i. When unclassified staff or faculty are absent from work due to disabilities for which they are entitled to worker's compensation, they may choose to use sick and/or annual leave combined with workers' compensation payments to equal, but not to exceed, the employee's regular salary.
- ii. To prevent the use overuse of leave, employees can utilize the "leave buy-back" procedure.:
 1. Initial Leave Usage: Employees may initially use their accrued leave to maintain full pay while awaiting workers' compensation benefits.
 2. Workers' Compensation Payment: Once workers' compensation payments commence, employees can endorse the checks back to their campus.
 3. Leave Re-Crediting: The campus then re-credits the corresponding amount of leave to the employee's balance, ensuring that the total compensation does not exceed the employee's regular salary.

f. ADVANCEMENT OF LEAVE

- i. No advancement of annual or sick leave will be granted.

g. TRANSFER AND RETENTION OF LEAVE BALANCES

- i. Accrued and unused annual and sick leave balances of an employee will be certified and credited to the leave record when an employee changes employment status such as (but not limited to):
 1. Employee type status change within the SUS;
 2. Re-employed by the SUS;
 3. Hired from another state agency to the SUS;
 4. Employee leaves SUS for employment at another state agency;

NOTE: The employee must be in a leave earning position and returning to state service within five years for any of the above to apply.

- ii. Any accrued and unused annual and sick leave remaining after payment in accordance with this policy, will be maintained in the SUS records for a period of five (5) years from the date of non-retirement separation.
 - 1. The credits will be verified and transferred, upon request, to a new state employer, or re-instated if re-employed within the SUS, as long as the individual has not been out of state service for more than five (5) years.
 - 2. The credits will be cleared from the record after five (5) years from the date of the employee's non-retirement separation of employment.
- iii. Upon request by the gaining agency any unused annual and sick leave shall be forwarded. An employee cannot be credited leave if they were previously terminated for cause (disciplinary action). *Established by the SUS Board of Supervisors to match Louisiana State Civil Service Rule 11.18.b, ensures all types of employees are treated equally in regard to this rule.*

h. REEMPLOYMENT AND REIMBURSEMENT

- i. An unclassified employee who is paid for accrued annual leave upon termination from state service and who is subsequently re-employed in a leave earning position shall reimburse the state leave payout, through the employing agency, for the number of hours they were paid which exceeded the number of work hours that transpired during their break from state service.
- ii. Payment shall be made at the same rate which was paid to the employee.
- iii. In turn, the employee shall receive credit for the number of hours of annual leave for which they made reimbursement to state service.

i. REEMPLOYMENT AFTER RETIREMENT

- i. Unused, unpaid annual and sick leave is *not* re-credited to individuals reemployed after retirement from state service.

j. PAYMENT OF ANNUAL AND SICK LEAVE

i. ANNUAL LEAVE

- 1. Terminal payment of **annual leave for unclassified staff may not exceed 300 hours** of unused annual leave at the time of retirement or termination of state service. *La. R.S. 17:425*
- 2. TRSL and LASERS members entering DROP may elect to receive 300 hours of unused annual leave upon entrance into DROP or at retirement. *La. R.S. 17:425.1*
- 3. Unclassified LASERS members may elect to receive 300 hours of unused annual leave upon eligibility for retirement, entrance into DROP, or retirement. *La. R.S. 17:425.2*
- 4. ORP members retiring shall receive 300 hours of unused annual leave at the time of retirement.

ii. SICK LEAVE

1. Terminal payment of **sick leave for unclassified staff or faculty may not exceed 200 hours** of unused sick leave upon retirement or death prior to retirement. *La. R.S. 17:425.*
2. TRSL and LASERS members entering DROP may elect to receive 200 hours of unused sick leave upon entrance into DROP or at retirement. *La. R.S. 17:425.1*
3. Unclassified LASERS members may elect to receive 200 hours of unused sick leave upon eligibility for retirement, entrance into DROP, or retirement. *La. R.S. 17:425.2*
4. ORP members retiring shall receive 200 hours of unused sick leave at the time of retirement.
5. Unclassified staff or faculty shall not receive payment, directly or in kind, for any accrued sick leave remaining at the time of their non-retirement separation from state service.

iii. LEAVE PAYMENT

1. Based on the employee's annual base rate of pay at the time of separation of state service.
2. Received provided that leave regulations and attendance records have been maintained for the employee by their supervisor.
3. When the employee is paid on other than an hourly basis, the employee's hourly rate shall be determined by converting the salary the employee received at the time of separation of state service into a working hourly rate. The converted working hourly rate for leave payments shall be calculated as follows:

Base Year	Formula	Total Hours in a Year	Total Days in a Year
12 Months	52 weeks x 40 hours	2080	260
9 Months	9 months x 4 weeks x 40 hours	1440	

iv. TRANSFER TO AN INELIGIBLE POSITION

1. An employee transferring from an SUS entity into a non-benefits eligible position at another SUS entity or state agency, will receive an annual leave payment for **unused annual leave not to exceed 300 hours**.
2. Payment will not be made until the gaining agency provides Human Resources with confirmation that the position into which the employee is transferring to is a non-benefits eligible position.
3. When an employee's position changes from a leave eligible position to a non-leave eligible position in the same institution, the accrued leave balance will be held in the system until the employee returns to a leave eligible position.

v. LEAVE IN EXCESS OF STANDARD PAYOUT AT RETIREMENT

1. LASERS Members:

1. Have the option to receive a lump sum payment from LASERS for the actuarial value of their unused annual and sick leave at retirement, in excess of annual and sick leave payout that would otherwise be converted to service credit.
2. Employees interested in this option should inform Human Resources and LASERS well in advance of their projected retirement date. *La. R.S. 11:424*

Please refer to LASERS' rules regarding conversion of service credit and eligibility.

2. TRSL Members:

1. The amount of unused sick leave eligible for conversion is determined by a formula specified in state law that depends on when the sick leave was earned:
 - a. On or before June 30, 1988;
 - b. On or after July 1, 1988
2. Have the option to convert unused annual leave, in excess of annual leave payment to service credit by purchasing the leave at actuarial cost through TRSL.

Please refer to TRSL rules regarding conversion of service credit and eligibility.

3. ORP Members:

1. The amount of unused annual leave after payment at the time of retirement is not available for any sort of conversion.
2. The amount of unused sick leave after payout at the time of retirement is not eligible for any sort of conversion.

4. Reemployment After Retirement:

1. Unused annual and sick leave is not paid out at time of separation after reemployment because leave was paid at retirement.
2. Unused annual and sick leave is paid out if employee retirees from another retirement system due to reemployment.

k. COMPENSATORY LEAVE

- i. Compensatory leave is leave earned in lieu of paying an eligible non-exempt unclassified employee for overtime hours worked. To determine non-exempt or exempt positions the SUS and its campuses follow the Fair Labor Standards Act (FLSA) status of exempt or non-exempt.
- ii. Exempt employees are salaried and expected to fulfill the duties of their position regardless of the number of hours worked. While a standard schedule may be based on a 40-hour workweek, exempt employees are not eligible for overtime or compensatory leave under the FLSA. Only in extreme circumstances with prior Appointing Authority approval may exempt unclassified employees receive compensatory leave.

iii. ELIGIBILITY AND APPROVAL FOR COMPENSATORY LEAVE

1. Non-Exempt Unclassified Employees:

- a. May be eligible to earn compensatory leave;
- b. Must have written prior approval from the Appointing Authority or designee;
- c. Approval must specify the reason for the approval;

- d. Approval document shall be filed in the appropriate campus office.
- 2. Exempt Unclassified Employee:
 - a. Under normal work conditions exempt unclassified employees do not earn compensatory leave.
 - b. The Appointing Authority may approve rare exceptions for exempt unclassified employees to earn compensatory leave;
 - c. To prevent confusion regarding eligibility, the Appointing Authority shall document which exempt positions may not be eligible for compensatory leave regardless of circumstances (Unclassified staff at the level of director and above);
- 3. Must have written prior approval from the Appointing Authority:
 - a. Approval must specify the unique circumstances for the exception;
 - b. Approval document shall be filed in the appropriate campus office;
- 4. Compensatory leave is not to be used to extend an employee's workday or in lieu of a lunch break.
- 5. Those individuals employed with a status of faculty, intermittent, seasonal, student, or temporary are ineligible to earn compensatory leave and are not paid when the college is officially closed, unless hours are worked.

Time worked without prior written authorization shall not be approved for compensatory leave.

iv. ACCRUALS AND LIMITS OF COMPENSATORY LEAVE

- 1. Non-Exempt Unclassified Employees Accruals:
 - a. When a holiday or paid leave is used towards the 40-hour work week, the non-exempt unclassified employee shall earn straight time of compensatory leave for hours worked over the 40-hours;
 - b. When a non-exempt unclassified employee works all 40-hours in a workweek, the non-exempt unclassified employee shall earn time and one-half hours of compensatory leave for the hours **worked** over 40 in a workweek;
- 2. Non-Exempt Unclassified Employees Limits:
 - a. No more than **240 hours** of unused compensatory leave can be carried forward into any fiscal year for non-exempt unclassified employees. The employee must be paid out over the 240 limit; *FLSA (29 USCA §207(o)(3)(A); 29 C.F.R. § 553.21)*
 - b. Non-exempt unclassified employees working in a public safety activity, an emergency response activity, or a seasonal activity may accrue no more than **480 hours** of compensatory leave for hours worked. *FLSA (29 USCA §207(o)(3)(A); 29 C.F.R. § 553.21)*
- 3. Exempt Unclassified Employees Accruals:
 - a. In extreme circumstances with pre-approval from the Appointing Authority may an exempt unclassified employee earn compensatory leave;

- b. Compensatory leave earnings are straight-time for hours worked over 40 in a workweek.
 - c. When an exempt unclassified employee actually works all 40-hours in a workweek, the employee may earn compensatory leave for the hours **actually worked** over 40 in a workweek;
- 4. Exempt Unclassified Employees Limits:
 - a. No more than **360 hours** of unused compensatory leave can be carried forward from one fiscal year to the next for exempt employees. Compensatory leave over the 360 hours will not be accrued nor paid out. *Established by the SUS Board of Supervisors to match Louisiana State Civil Service Rule 21.11, ensures all employees receive the same limits.*
 - b. Exempt unclassified employees engaged in law enforcement and health care activities may accrue no more than **540 hours** of compensatory leave for hours worked. *Established by the SUS Board of Supervisors to match Louisiana State Civil Service Rule 21.11, ensures all employees receive the same limits.*
- 5. Compensatory leave shall be earned at a minimum of 30-minute increments.
- 6. Compensatory leave shall be claimed by and credited to the eligible unclassified employee during the pay period the overtime is worked and, upon approval, may be used by the employee at a future date.

v. TRAVEL AND COMPENSATORY LEAVE

- 1. When a non-exempt unclassified employee's work assignment requires travel to and from an assigned work site that is different than their normal work site the employee is considered to be on official travel.
- 2. During a regular workday or holiday, the non-exempt unclassified employee may be granted a *maximum* of five (5) hours of compensatory leave for hours worked after 5:00p.m. (or the official workday in effect).
- 3. When the travel is on a weekend, a non-exempt unclassified employee may be granted a *maximum* of eight (8) hours of compensatory leave per day.
 - a. The non-exempt unclassified employee's time spent for a typical commute from home to the office should not be included when granting compensatory leave for travel to and from a work assignment destination.
 - b. For purposes of computing compensatory leave hours, travel will be considered "ceased" upon arrival at the destination (place of lodging/work site) and considered "begun" when the non-exempt unclassified employee leaves the destination.
 - c. When a non-exempt unclassified employee is on official travel and chooses a different mode of travel than that offered (ex: chooses to drive rather than fly), any additional hours of travel time incurred as a result of the non-exempt unclassified employee's personal decision shall not be considered hours worked and will not be eligible for compensatory leave.
- 4. Time spent in session for a conference/convention is to be reported as working time. Compensatory time for a non-exempt unclassified employee will be accrued for travel to and from conferences and conventions only when the travel is mandated by the college.

Exempt Unclassified Employees do not earn compensatory leave while traveling.

vi. USE OF COMPENSATORY LEAVE

- i. Eligible employees requesting the use of compensatory leave shall be permitted by their supervisor to use such leave within a reasonable time, as long as the use of compensatory leave does not unduly disrupt the operations of the organization.
- ii. The Appointing Authority may require an eligible (non-exempt or exempt) unclassified employee to use their accrued compensatory leave at any time, especially if they have reached their maximum accrual.
- iii. Compensatory leave is to be taken and will be reduced in minimum increments of 30 minutes.
- iv. When annual leave is requested and approved, compensatory leave balances will be exhausted before any reduction in the annual leave in order to minimize the institution's liability. This reduction will be an automatic process by the payroll system.
- v. Compensatory leave *may* be used in place of sick leave.
- vi. Management of compensatory leave use is at the discretion of each Appointing Authority and appropriate documentation shall be maintained.
- vii. Employees approved for a leave under the FMLA are required to use paid compensatory leave prior to the use of paid annual leave. Please refer to Policy 7-009, Family and Medical Leave for additional details.

vii. PAYMENT, TRANSFER, CONTINUANCE OR DISBURSEMENT OF COMPENSATORY LEAVE BALANCES

- i. Non-Exempt Unclassified Employee:
 1. Upon transfer or separation from state service a non-exempt unclassified employee shall be compensated for all unused compensatory leave earned.
- ii. Exempt Unclassified Employee:
 1. Shall not be paid for unused compensatory leave upon separation or retirement.
 2. May be able to receive credit if transferring without a break in service to another state agency. The receiving agency's Appointing Authority has the discretion of such transfer.
 3. Shall not have such balances reinstated if reemployed by SUS.

I. ADMINISTRATIVE LEAVE

An Appointing Authority may place an employee on administrative leave with or without pay for a specific or indefinite period, when in the Appointing Authority or their delegate's opinion, such action would be in the best interest of the college or the system. The SUS President must be notified before such action is taken.

m. CIVIL LEAVE

- i. An eligible employee shall be given time off without loss of pay or annual and sick leave for:
 1. Performing state or federal grand or petit jury duty;

2. Summoned to appear as a witness before a court, grand jury, or other public body or commission on a work-related matter or in an official capacity;
3. Upon request of the employee and approval of the supervisor, time off with pay may be allowed for voting in accordance with the following schedule:

Voting Residence Within the Radius of the Campus	
0 to 30 miles	2 hours of leave
31 to 60 miles	4 hours of leave
61 or more miles	1 day of leave

The supervisor, in accordance with the above schedule, will have the discretion of determining the amount of leave and when the time off will be given during the workday.

n. EMERGENCY LEAVE

7. An eligible employee shall be given time off without loss of pay or annual and sick leave for the following purposes:
 - a. Performing emergency civilian duty in relation to national defense;
 - b. Being ordered by the National Guard to active duty due to a local emergency, an act of God, a civil or criminal insurrection, a civil or criminal disobedience, or a similar occurrence of an extraordinary and emergency nature which threatens or affects the peace or property of the people of the state of Louisiana or the United States;*
 - c. Performing certified American Red Cross Trained Disaster Volunteer duties in Level III designated American Red Cross relief services in Louisiana (may not exceed 15 working days in any calendar year);*

**NOTE: Emergency leave does not apply to hourly part-time or non-leaving earning employees.*

o. FUNERAL LEAVE

When attending the funeral or burial rites of immediate family members, to include: a parent, step- parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild provided such time off shall not exceed two (2) days on any one occasion.

Employees may request annual leave or leave without pay to attend funeral or burial rites of friends or relatives who are not immediate family. Whenever possible, prior notice of the need to take such leave shall be given by the employee to the supervisor. Approval for use of annual leave is at the supervisor's discretion. Additional documentation may be required. Established by the SUS Board of Supervisors to match Louisiana State Civil Service Rule 11.23.1, ensures all employees receive the same type of funeral leave.

p. MILITARY LEAVE

The provisions of this section shall apply to members of a Reserve Component of the Armed Forces of the United States who are called to duty for military purposes, and to members of National Guard Units which are called to active duty or state of emergency.

- i. Military Leave with Pay

1. Provided they give advance notice, employees shall be entitled to military leave with pay.
 2. No advance notice is required when such notice is either precluded by military necessity or is otherwise impossible or unreasonable.
 3. Maximum military leave with pay for military training or duty is 15 working days per fiscal year. *5 USC 6323(a)*
 4. Military leave with pay for a member of the National Guard who is called to Title 32 active duty in response to a declared emergency by the Governor is limited to 22 working days per calendar year. *5 USC 6323 (b)*
- ii. Use of Annual and Compensatory Leave for Military Purposes
1. Employees who give advance notice of military obligations and apply for annual or compensatory leave for military obligations shall be granted such leave.
 2. No advance notice is required when such notice is either precluded by military necessity or is otherwise impossible or unreasonable.
 3. Use of Leave Without Pay for Military Purposes
 4. Employees who have either exhausted annual leave and compensatory leave, or choose not to use their paid leave for military purposes, shall be placed on leave without pay.
 5. This period of leave without pay for military purposes shall not exceed six (6) years. After six years, they shall be separated from employment with the SUS.
 6. If the original term of the appointment was less than six (6) years, SUS may end the appointment as originally scheduled and the employee may be separated.
- iii. Rights and Requirements Upon Return to Work
1. Employees returning to their unclassified positions under the provisions of this section, which governs time frame requirements for restoration to state employment, shall return with such seniority, status, pay, and annual and sick leave accrual rates as they would have had if they had not been absent for military training or military active duty. Upon return the orders are required.
- iv. Pay Differential for Military Leave
1. The provisions of this section:
 - a. Apply to employees who are called to active duty, and who are on Leave Without Pay by choice or because all annual and/or compensatory leave has been exhausted.
 - b. Apply retroactively to September 11, 2001.
 - c. Shall NOT apply to employees on “inactive duty for training” (weekend drills).
 - d. An employee whose military base pay is less than their state base pay shall be paid the difference between their military base pay and their regular state base pay provided:
 1. Military Leave with Pay (Section O.1 above) has been exhausted;
 2. Such payment shall be made on the same frequency and manner as the employee’s regular state pay, unless other voluntary arrangements are made;

3. Employees shall provide the agency documentation appropriate to ensure the payment amount is calculated correctly;
 4. Employees who choose to use the pay differential option shall have their leave balance re-credited with a leave amount equal to the value of the pay differential the employee would have received had this rule been in effect on September 11, 2001, if the paid leave has been used during any portion of service from September 11, 2001, through the date of adoption of this policy;
 5. Employees who choose to use their annual leave during their period of military absence shall not be eligible for receipt of the pay differential, unless the leave was used between September 11, 2001, and the date of the adoption of this Military Leave policy section;
 6. The pay differential shall be suspended until the 15-day Military Leave with Pay period is exhausted and the employee returns to Leave Without Pay status.
- v. Leave Accruals During Military Leave
1. Employees shall continue to accrue sick and annual leave for the entire period of service, beginning the date of the service.
 2. Leave shall be accrued on the same basis as though the employee had not been activated.
 3. Leave earned shall be credited to the employee upon their return from active duty.
- vi. Rescinding Resignation
1. An employee, who was called to active duty for military purposes and who resigned from state service may:
 2. Request that their resignation be rescinded and become eligible for the above benefits;
 3. Such request must be made within 90 days of their release from active duty.
- vii. An eligible employee shall be given time off without loss of pay or annual and sick leave for the following purposes:
1. Taking a required examination pertinent to the employee's state employment before a state or national licensing board;*
 2. An employee that is a current member of the Civil Air Patrol and, incidental to such membership, is ordered to perform duty with troops or participate in field exercises or training except that such leave shall not exceed fifteen (15) working days in any one (1) calendar year and shall not be used for unit meetings or training conducted during such meetings;*
 3. A full-time faculty member, who does not earn annual leave, shall be allowed to use up to two (2) days absence during each academic year without loss of pay for personal purposes as may be determined by the full-time faculty member. The employee shall provide their immediate supervisor at least twenty-four (24) hours' notice prior to taking the leave. The personal leave shall be charged to and deducted from the employee's accrued sick leave as provided by R.S. 17:3311. Personal leave shall not be accumulated from year to year nor shall personal leave be compensated for

upon the death or retirement of the faculty member or paid in other manner.
*La. R.S. 17:3312.B.(1) **

**NOTE: Other leave does not apply to hourly part-time or non-leaving earning employees.*

q. PARENTAL LEAVE

Paid leave of up to six (6) weeks (240 hours) without loss of annual, sick, or compensatory leave for the birth of an employee's child or the placement of a child under the age of 18 for adoption or foster care for eligible employees.

NOTE: Additionally, employees may request leave for a pregnancy-related medical condition or disability as an accommodation under the Pregnant Workers Fairness Act (PWFA), Pregnancy Discrimination Act (PDA), or Americans with Disabilities Act (ADA). Employees should inquire with their campus human resources department for information about eligibility requirements under these laws. This leave will run concurrently with other leave, including under the FMLA and paid time off, where permitted by state and federal law.

- i. An eligible employee shall:
 1. Be in a leave earning position;
 2. Have been employed by the state for at least 12 months and have actually worked at least 1250 hours in the past 12 months immediately preceding the date of the qualifying event;
 3. Be the legal, adoptive or foster parent of the child under the age of 18 for whom parental leave is taken. Said parent must have an active and on-going role in parenting the child. A legal parent is a person having a genetic relationship to the child or affiliated to the child through legal presumption or assisted reproductive technology.
- ii. Qualifying Purposes:
 1. Legal, adoptive, or foster parents to bond with the child under the age of 18 for whom leave is taken; or
 2. Adoptive or foster parents to attend post-placement court proceedings or mandatory meetings related to adoption or foster placement.
 3. This rule is not intended to apply where a relationship resembling parent-child already exists and the primary change is the legal nature of the relationship. (Examples: foster parent to adoptive parent and intra-family adoptions such as adoptions by stepparents).
- iii. Duration of parental leave:
 1. Up to six (6) weeks (240 hours) paid leave during the 12 weeks (84 calendar days) immediately following the commencement of the qualifying event;
 2. Commencing on the first day of a qualifying event and for only as much of the parental leave period as the employee is engaged in a qualifying purpose;
 3. Can be used continuously or intermittently for qualifying purposes.
 4. Unless the appointing authority determines that an unclassified employee is utilizing parental leave in violation of this policy, the appointing authority shall not reduce the authorized parental leave period nor interfere with the unclassified employee's use of parental leave.
- iv. Compensation:

1. Eligible full-time employees will be compensated at 100% of their base pay not to exceed 240 hours during the 12-week period;
2. Eligible part-time employees will be compensated at the rate of 100% of their base pay based upon the average number of hours worked in the six (6) months immediately preceding the commencement of parental leave.

v. Limitations:

1. Shall not be donated to another employee or leave pool;
2. Shall not be reserved to use during a subsequent qualifying event;
3. Not intended to provide any form of unpaid leave after exhaustion of 240 hours;
4. At least 12 months shall elapse from the beginning of one parental leave period until an employee is eligible for another parental leave period;
5. Parental leave occurrence also qualifying under the Family and Medical Leave Act (FMLA) shall use FMLA leave concurrently;
6. When both parents are employed by the State, both are entitled to parental leave;
7. Practicable advanced notice of leave needs shall be provided.
8. An unclassified employee's use of parental leave in accordance with this policy shall not have a negative impact upon their employment relationship. Unclassified employees not utilizing parental leave in accordance with and/or in violation of this policy may be disciplined, including the possibility of termination.

vi. Establishing Eligibility for Parental Leave:

1. Necessity of Request Form: An employee shall complete a parental leave request form and obtain the appropriate approval prior to the granting of parental leave.
2. Substantiating Documentation: An Appointing Authority or their designee may require an employee requesting parental leave to produce acceptable proof in support of their request, such as a birth certificate or insurance certificate confirming their relationship to the child for whom parental leave is requested, or proof of attendance at court proceedings or other mandated meetings related to adoption or foster placement. An Appointing Authority shall not require that an employee produce medical records or scientific evidence to prove paternity.

r. EDUCATIONAL LEAVE

- i. An eligible employee who has been employed at least one year in a full-time permanent position may receive educational leave for:
 1. A maximum of three (3) hours per week per traditional academic semester or its equivalency for non-traditional semesters or activities such as terminal degree projects;
 2. Approved attendance of a course of study;
- ii. Education leave:
 1. May be granted or denied by the Appointing Authority or designee;
 2. Shall be without loss of pay or loss of annual and/or compensatory leave;
 3. Shall not be granted more than once for the same course;

Prior to granting such leave the supervisor shall certify that the employee has received a “satisfactory” or above rating on their performance evaluation within the last twelve months; Part-time employees are not eligible for educational leave.

s. SABBATICAL LEAVE

- i. Sabbatical leave is leave with pay for the purpose of professional or cultural improvement, for study or research, and rest and recuperation in accordance with the conditions in this policy. Please refer to the faculty handbook for qualifications and procedures regarding Sabbatical Leave.

t. LEAVE WITHOUT PAY

- i. Leave without pay is not automatic and is at the discretion of the Appointing Authority. Exception: See FMLA policy regarding use of leave without pay.
- ii. Employees who have exhausted their annual leave may request, in writing, to be placed on leave without pay. This request should be in advance when possible.
- iii. Employees who have exhausted sick leave but who have annual and/or compensatory leave will be required to use their annual and/or compensatory leave before being placed on leave without pay. Upon exhaustion of these leave types, an eligible employee may request in writing to be placed on leave without pay.
- iv. Employees who have exhausted all types of leave will be placed on leave without pay.
- v. All requests require the approval of the supervisor.
- vi. Annual and sick leave are not accrued while an employee is on leave without pay.
- vii. Leave without pay shall be reported as such on the leave request.
- viii. During leave without pay that is not associated with FMLA or workers compensation, an employee is responsible for both the employee and employer portion of their Office of Group Benefits (OGB) coverage. The employee is allowed to continue their coverage for 12 months. After that their coverage terminates. Louisiana Administrative Code Title 32, Part I, Section 319 (LAC 32:I.319).

u. LEAVE OF ABSENCE WITHOUT PAY

- i. An Appointing Authority may recommend to the Board of Supervisors the granting of a leave of absence without pay for an eligible unclassified employee for a period not to exceed one (1) year;
 1. Such absence shall not prolong the employee’s appointment period;
 2. Written request shall be considered only when all of the following conditions are met:
 - a. The employee has exhausted all credited compensatory, annual and sick leave;
 - b. The employee has made a written timely request to the Appointing Authority which includes all substantive reasons for the request; and
 - c. A division head has concurred with the request indicating that:
 1. The absence of the employee will not impede the current objectives of the respective section, and
 2. The absence does not conflict with the best interests of the institution.
- ii. The Appointing Authority may terminate an authorized leave of absence without pay, provided that such termination is in the best interest of the agency, and the employee

- receives written notification.
- iii. If an unclassified employee fails to report for, or refuses to be restored to duty in pay status on the first working day following the expiration of an approved leave of absence, or at an earlier date upon reasonable and proper notice from the Appointing Authority, then the employee shall be considered as having deserted their position of appointment.
 - iv. Leave of absence does not count as credited service for leave accrual or retirement purposes.
 - v. Service before and after leave without pay will be combined to determine leave accrual rates and total service.
 - vi. Annual and sick leave are not accrued while an employee is on leave without pay.
 - vii. Leave without pay shall be reported as such on a leave request.

v. HOLIDAY AND OFFICE CLOSURES

SUS adopts the provision of R.S. 1:55 which states: “Each institution of higher education in the state, through a representative appointed by it, shall designate a maximum of fourteen (14) legal holidays per calendar year to be observed by all of its employees.” Accordingly, the System President and each Chancellor shall determine which 14 paid holidays will be established, and each publish a Holiday Schedule outlining the 14 paid holidays for the calendar year. Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by the SUS except as provided in this policy.

For employees on shift assignments or at work during holiday periods, the department head may adjust work schedules or holiday time to provide necessary services. It is intended that the same number of holidays be granted to all eligible employees. If a holiday falls on an employee’s day off, it will be necessary to provide a “designated holiday” on another day. Applicable Civil Service rules will be followed for compensating classified employees who are required to work on holidays.

An unclassified employee in a compensatory leave earning position or in a part-time status may, at the discretion of their Appointing Authority, receive compensatory leave or additional compensation, as applicable, when required by the employer to work on an observed holiday.

When an unclassified employee is on leave without pay immediately preceding and immediately following an observed holiday, that employee shall not receive compensation for that holiday unless the holiday is worked by the employee.

The System usually provides paid time off to all employees in leave earning status for the holidays listed below.

New Year’s Day
Martin Luther King’s Birthday
Mardi Gras
Good Friday
Memorial Day
Juneteenth
Independence Day

Labor Day
Thanksgiving
Acadiana Day
Veteran's Day (*Observed during Christmas, however Veterans seeking to attend programming on the state observed day should contact Human Resources for additional information.*)
Christmas Eve
Christmas Day
New Year's Eve

Employees are notified prior to the beginning of each calendar year in which holidays will be observed. The holiday schedule is subject to change at the discretion of the System President. Overtime on a designated holiday is paid as the appropriate overtime compensation.

Holidays for employees, such as University Police Officers, whose work schedule differs from the standard university schedule, will be determined based on 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, or the actual holiday, they will be provided a designated holiday on a different day. This action requires approval from the appropriate Vice Chancellor.

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

VIII. LEAVE HELD IN ABEYANCE FOR ONGOING/ACTIVE EMPLOYEES

A credited balance of unused annual, compensatory, and/or sick leave shall be held in abeyance for an ongoing active employee who becomes ineligible to earn and/or use the particular type of leave pursuant to the terms of this policy.

The credited balance(s) shall be available to the employee when he/she again becomes eligible to accrue and/or use said leave, or when he/she separates from state service and/or becomes eligible for leave payout based on the appropriate retirement plan.

In the event of separation from state employment, abeyance leave eligible for severance leave payment will be paid at the hourly rate of the last position held prior to separation from state employment.

IX. POLICY RELATED INFORMATION

Louisiana Revised Statutes (La. R.S.)

- La. R.S. 17:3311 – Defines work week standards for full-time employees in higher education.
- La. R.S. 17:3312.B(1) – Authorizes two days of personal leave for full-time faculty, deducted from sick leave.
- La. R.S. 17:425 – Sets maximum terminal payout limits for annual and sick leave (300 hours and 200 hours respectively).

- La. R.S. 17:425.1 – Governs leave payments for TRSL and LASERS members entering DROP.
- La. R.S. 17:425.2 – Governs leave payments for unclassified LASERS members.
- La. R.S. 1:55 – Grants higher education institutions authority to designate up to 14 holidays per calendar year.
- La. R.S. 11:424 – Addresses actuarial conversion of unused leave into retirement credit for LASERS members.

Federal Laws

- Family and Medical Leave Act (FMLA) – Provides job-protected leave for qualifying family and medical reasons.
- Fair Labor Standards Act (FLSA) – Governs overtime pay, compensatory time, exempt/non-exempt status, and work hours.
- Pregnant Workers Fairness Act (PWFA) – Requires reasonable accommodations for pregnancy-related conditions.
- Pregnancy Discrimination Act (PDA) – Prohibits discrimination on the basis of pregnancy.
- Americans with Disabilities Act (ADA) – Requires reasonable accommodations for qualified employees with disabilities.
- 5 U.S.C. 6323(a) – Federal statute governing military leave for reserve training (15 days).
- 5 U.S.C. 6323(b) – Federal statute governing military leave (22 days) for National Guard active duty during emergencies.
- 29 U.S.C.A. § 207(o)(3)(A) – Limits on compensatory time accrual under FLSA for public employees.
- 29 C.F.R. § 553.21 – Federal regulation outlining compensatory time rules for public sector employees.

Louisiana Administrative Code

- LAC Title 32, Part I, §319 – Addresses health insurance (OGB) responsibilities during leave without pay.

JML 24-122 Rules on Leave for the Unclassified Service

Southern University System Policies

- SUS Policy 7-009 – Family and Medical Leave Policy (referenced for FMLA compliance and coordination).

Other References

<https://www.civilservice.louisiana.gov/csrules/chapter11.aspx> – Direct link to Chapter 11 of Civil Service Rules

VII. POLICY HISTORY & REVIEW CYCLE

This is a new policy. The effective date of this policy is determined by the approval date and signature of the Board Chair. This policy is subject to a five-year policy review cycle.

VIII. POLICY URL

The approved policy will be posted on the Southern University System website under Board Policies at <https://www.sus.edu/page/policy-search>.

XII. POLICY APPROVAL

Policy approved at the August 15, 2025, meeting of the Board of Supervisors for the Southern University System.