

# Louisiana State University

## Office of Facility Services

### Operating Instruction 3803

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**SUBJECT: SICK, ANNUAL AND COMPENSATORY LEAVE USAGE**

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#### **I. General**

- A. The Facility Services departmental workforce must be adequately staffed at all times in order to provide timely response and the expected level of service to the campus community. Therefore, it is the goal of Facility Services to promote work attendance of its employees by properly balancing the use of leave and establishing and enforcing procedures directed toward reducing absenteeism.
- B. This operating instruction provides specific procedures for sick, annual, and compensatory leave usage. All other leave usage categories, such as FMLA, Special, and Maternity Leave, will follow procedures as outlined in Policy Statement 12 (PS-12). PS-12 can be viewed at: <http://uiswcmweb.prod.lsu.edu/hrm/PDF/item50715.pdf>
- C. Rules and procedures for using sick and annual leave in conjunction with Workers' Compensation are outlined in Policy Statement 90 (PS-90). PS-90 can be viewed at: [http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/CD0491592419C9CD86256C250062AE77/\\$File/PS+90+R01+1+7+2013.pdf](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/CD0491592419C9CD86256C250062AE77/$File/PS+90+R01+1+7+2013.pdf)

#### **II. Sick Leave**

- A. Sick leave may only be used for employee illness, injury or treatment. Sick leave cannot be denied by the supervisor.
- B. When an employee schedules health-related appointments, tests, procedures, etc., they are to notify their supervisor in writing. Sick Leave requests made a minimum of one (1) full day in advance of the actual leave date will be classified as scheduled.
- C. If an employee is unable to report for duty due to illness or injury, the employee must inform their supervisor within 30 minutes after the beginning of their work shift.

Employees who fail to call in and notify their supervisor that they are unable to report for duty due to illness or injury will be charged with unauthorized leave without pay (ULWOP), unless the employee can show that it was medically impossible or impractical to call in to their supervisor. Employees must give an estimate of the number of days they expect to be away from work. If the employee cannot return within the estimated time frame, they are required to notify the supervisor immediately. If the sick leave is for more than two (2) consecutive days, the employee may be required to provide a written doctor's excuse prior to or on the day of their return to work.

- D. All employees who are absent for more than five (5) consecutive work days are required to provide certification (FMLA 1 FORM) and a written release from the doctor to return to work or they will be sent home.
- E. If an employee is unable to complete their scheduled shift due to illness or injury, the employee must notify their supervisor before leaving the campus. No employee is to be absent from their work assignment without proper notification or authorization. Failure to do so will result in the employee being placed on ULWOP and this absence will be classified as a violation of leave procedures.

### **III. Annual/Compensatory Leave**

- A. For purposes of this section, annual leave or compensatory leave, which is not taken in connection with FMLA, is defined as discretionary leave.
- B. The granting of discretionary leave is not automatic and may be denied or restricted based on operational necessity. Supervisors will make every reasonable effort to grant leave requests.
- C. Conflicts arising from multiple leave requests that affect minimum staffing needs will normally be resolved by granting leave to the employee who requested it first, but other factors such as balancing leave requests amongst employees may be considered by the supervisor.
- D. Pre-approval time requirements: A request for short duration leave (any leave that is less than 16 hours) must be requested in writing a minimum of one (1) full day in advance of the actual leave date to allow managerial review of the request. A request for leave lasting from three (3) to four (4) days must be requested in writing a minimum of three (3) full work days in advance of the actual leave date to allow managerial review of the request. A request for leave of a week or more must be requested in writing a minimum of at least one week in advance of the actual leave date to allow managerial review of the request. A leave request not submitted in the above allotted times will be classified as a violation of leave procedures.

- E. It is the responsibility of the supervisor to inform the employee within two (2) working days of the request if the leave is approved or disapproved. If the leave is denied, the specific reason for not granting the leave will be shared with the employee in writing.
- F. Any employee who does not report to work when a leave request has been denied will be considered to be on unauthorized leave and subject to disciplinary action.

#### **IV. Leave of Absence Without Pay (LWOP)**

- A. Requests for leave of absence without pay will be considered in accordance with PS-12.

#### **V. Unauthorized Leave Without Pay (ULWOP)**

- A. Employees who requested, but have not been granted leave and fail to report to work, will be placed on ULWOP. Employees who are absent from their normal work area without prior approval may be placed on ULWOP for the period of the absence. Employees placed on ULWOP may be subject to disciplinary action up to and including termination.

#### **VI. Responsibility**

- A. Employees are responsible for notifying their supervisors of their leave needs in a timely manner, so as not to interrupt services provided to the campus community. When required, employees are to provide necessary documentation. It is also the employee's responsibility to remain informed of their leave usage and whether or not they are at risk of having leave sanctions imposed. Employees are encouraged to provide documentation for any unplanned leave usage.
- B. Supervisors/Managers are responsible for documenting scheduled annual and sick leave usage and violations of leave procedures, as well as tracking trends of leave use. Examples of trends include calling in sick before scheduled leaves, Monday/Friday pattern of absences, calling in sick after denial of annual leave, or other leave abuse indicators. Supervisors/Managers must monitor any progress or failure of the employee toward improving their attendance. Violations of leave procedures may be used as a factor in evaluating employee performance.
- C. Department Heads are responsible for monitoring sick and annual leave usage and violations of leave procedures of employees reporting to them, for requesting the imposition of leave sanctions through HRM, monitoring employee progress during the sanction period and following through with documentation and disciplinary action, as required.

#### **VII. Discipline**

- A. Facility Services will use Positive Discipline as outlined in Policy Statement (PS-08) as a tool to control absenteeism (violation of leave procedures) and enhance productivity of the work force. The goal is to reduce violations of leave procedures and encourage employees’ use of unplanned leaves only for true emergencies and illness/injuries. PS-08 can be viewed at: <http://uiswcmsweb.prod.lsu.edu/hrm/PDF/item50864.pdf>
- B. A violation of leave procedures is defined as leave greater than four (4) hours that does not meet the preapproval time requirements. An example is when an employee calls to state they have a flat tire. If they fix the tire and report to work two (2) hours late, they are tardy. If they choose to take off the entire day, the annual leave is classified as a violation of leave procedures.
- C. Table 1 is a guide to be used by Supervisors to determine the appropriate level of Positive Discipline for excessive violations of leave procedures for permanent employees:

**Table 1.**

If an employee has two (2) violations of leave procedures within one (1) month	Supervisor should give the employee a verbal Coaching Session
If an employee has three (3) violations of leave procedures within two (2) months	Supervisor should give the employee a Coaching Session with letter
If an employee has four (4) violations of leave procedures within three (3) months	Supervisor should review for possible First Decisional Conference
If an employee has five (5) violations of leave procedures within four (4) months	Supervisor should review for possible Second Decisional Conference
If an employee has six (6) violations of leave procedures within five (5) months	Supervisor should request a review for possible Final Decisional Conference with Contract from LSU HRM
If an employee has seven (7) violations of leave procedures within six (6) months	Supervisor should recommend Termination to LSU HRM

**\*Please note that an employee's prior discipline may lead to a higher or lower form of discipline being given than what is recommended by the guide above\***

- D. The timeline used in this table is a rolling timeline. The supervisor will determine the level of Positive Discipline based on the number of violations of leave procedures within the current timelines, not based on violations of leave procedures beyond six (6) months. The following are examples of the rolling timeline:
  1. Example 1. Employee Purple has violations of leave procedures on May 6th, June 14th, and July 3rd. Supervisor Gold should give Employee Purple a Coaching Session with letter.
  2. Example 2. On August 9th, Employee Purple has another violation of leave procedures. Supervisor Gold should give Employee Purple a Coaching Session with

- letter again as there have been only three (3) violations of leave procedure within two (2) months.
3. Example 3. On September 9th, Employee Purple has another violation of leave procedures. Supervisor Gold should now review all instances and any documentation provided by Employee Purple. Examples of valid documentation would be receipts for towing and repairing of a vehicle due to an accident, causing the employee to call in and request leave. If none of the violations have valid documentation, Supervisor Gold should give Employee Purple a First Decisional, as there have been four (4) violations of leave procedures within a three month period. If valid documentation is provided for any of the violations, a lesser level of Positive Discipline may be warranted.
  4. These are illustrative examples to demonstrate the concept of the rolling timeline and how supervisors/managers should apply it.
- E. Supervisors must provide equitable treatment to all employees. A key success factor is the supervisor's documentation of the employee's leave history.