

LEAVE GUIDELINES FOR FACULTY

LSU Leave and Employment Policies:

- [PS-12](#): Leave Guidelines for Academic, Professional and Classified Employees
- [PM-20](#): Leave Policies for Academic and Unclassified Employees and Classified Personnel, Louisiana State University System
- [PS-79](#): Flexible Work Hours and Staffing
- Louisiana RS 17:3311: Sick Leave for Unclassified; Academic Personnel

Purpose: Because of the nature of their appointments, it may be difficult to determine when faculty should be charged leave. These guidelines are to be used by department chairs and faculty to clarify when leave should be submitted.

Summary of Policy Provisions: For the purpose of leave reporting, state law requires the university to establish a forty-hour work week for faculty. These schedules may vary from semester to semester depending on class schedules and other on-campus responsibilities. Appointing authorities shall establish the forty hour work week to provide a system of accounting for and the taking of leave. At a minimum, faculty who miss an assigned class or scheduled meeting must be charged leave appropriate to the circumstances regardless of whether arrangements are made for someone else to meet the class (LA RS 17:3311).

The established forty-hour work week should be used as a guide for determining when leave should be submitted. If the absence prevents the faculty member from performing any of his or her responsibilities, leave should be recorded in increments of 8 hours per day not worked and prorated for partial days not worked (LSU PS-12).

Faculty working remotely or having flextime schedules should have the schedule documented in writing and signed by the department head or dean and the employee. Flextime does not change normal attendance requirements. Expectations of employees with non-routine work schedules must be clearly communicated by the department. It is the responsibility of the department to ensure that the flexible work hours policy is administered in an equitable and consistent manner (LSU PS-79).

PS-12 defines when sick, annual or unpaid leave should be used by all employee types. Employees shall not absent themselves from their duties without proper authorization. If paid leave is neither available nor appropriate, leave without pay shall be charged. If an employee fails to submit leave in Workday, leave must be administratively deducted from his/her record. .

Academic Employees on a 9 month pay basis: Academic employees appointed for the academic year (9 month faculty) who are greater than 50% effort are eligible to accrue sick leave per the schedules in PS-12, LSU Leave Policy Statement. Sick leave may not be used during the summer except for days for which they are appointed and only after they have worked at least one day of their summer appointment (LSU PM-20, LSU PS-12). Academic employees on academic year appointment, who do not receive annual leave, shall be allowed to use up to two (2) days of Personal Leave per academic year for personal purposes. Personal Leave used shall be deducted from the employee's sick leave balance (LSU PM-20).

Academic Employees on a 12 month pay basis: Academic employees appointed on a fiscal year appointment (12 month faculty) who are greater than 50% effort are eligible to accrue sick and annual leave per the schedules in PS-12, LSU Leave Policy Statement (LSU PM-20, LSU PS-12).