



THE UNIVERSITY of
NEW ORLEANS

ADMINISTERED BY: Office of Vice
President for Business Affairs

Policy No: AP-BA-41.6
TITLE: Attendance Leave Records-Faculty,
Unclassified Staff, and Classified Staff
EFFECTIVE DATE: March 28, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2026

PURPOSE

To provide guidelines for the granting of leave and the maintenance of leave records in the University of New Orleans Time & Leave System in accordance with University regulations and applicable state and federal law.

AUTHORITY

Family and Medical Leave Act of 1993. Louisiana Department of State Civil Service Rules Chapter 11 and Chapter 21. Part Two, Chapter III, Section XX of the Bylaws and Rules of the University of Louisiana System. University of Louisiana System Policy and Procedures Memoranda Chapter III, FS.III.XX.-1(Leave Record Establishment).

DEFINITIONS

Faculty Leave is leave granted to faculty members employed on the nine-month (academic year) basis in lieu of annual leave and is comprised of the days between terms and at holiday periods when students are not in classes. This special form of leave shall be taken as it is earned.

Annual Leave is leave with pay granted to unclassified (12-month) and classified employees for the purpose of rehabilitation, restoration, maintenance of work efficiency, or for the transaction of any personal affairs.

Sick Leave is leave with pay granted to an employee who is suffering with a disability which prevents the employee from performing their usual duties and responsibilities and who requires medical, dental, or optical consultation or treatment; or to care for an immediate family member who is ill or injured; or to accompany an immediate family member to a medical, dental, or optical consultation or treatment. As used in this subsection, “immediate family member” means a spouse, parent, or child of an employee.

Civil Leave is leave with pay, without charge to annual or sick leave, granted to an eligible employee to perform jury duty, to appear as a subpoenaed witness before a court, public body, or commission, or to perform civil duties in connection with national defense or other civil emergencies, or to vote.

Compensatory Leave is leave granted to classified employees in lieu of cash compensation for overtime work; leave accrued and granted to unclassified (12-month) employees for work and duties performed in excess of the 40-hour work week. Employees cannot earn compensatory time on days when leave is taken.

Family and Medical Leave Act allows eligible employees to take up to twelve work weeks of unpaid leave for qualifying events.

Holiday Leave is leave with pay as specified in a schedule published by the President each calendar year.

Leave Without Pay is unpaid leave granted or charged to employees under certain conditions.

Other Leave may be granted with pay and without charge to vacation or sick leave under certain conditions.

Eligible Employees are those regular employees employed at greater than 50% of full-time effort.

Full-time University Faculty and Unclassified Employees are those defined as serving in full-time (100%) status on the appointment form. For the purposes of leave accrual and use, 100% status is deemed to be 8 hours pay day and 40 hours per week.

Full-time Classified Employees have a standard workweek of 40 hours.

Maternity Leave refers to leave for female employees who are absent from work as a result of pregnancy, childbirth, or related medical condition.

Regular Employee is an employee whose appointment is for a period of more than 180 calendar days or who has been employed for more than 180 consecutive calendar days by successive uninterrupted appointment.

Temporary Employee is an employee who is appointed for 180 calendar days or less. This category includes classified employees on Restricted Appointments, employees hired on an intermittent basis, and employees hired on a Period of Appointment. Temporary employees are not eligible to earn leave.

Overtime Hours are hours worked by an employee at the discretion of the department head in excess of forty (40) hours a week; or hours worked in excess of the regular duty hours in a regularly scheduled workday; or hours worked on an official university holiday.

GENERAL POLICY

FACULTY LEAVE

1. Faculty leave is leave granted in lieu of annual leave to faculty members employed on a nine-month basis.
2. Faculty leave is automatically taken between terms and holiday periods, as shown in the official University calendar.

ANNUAL LEAVE

1. Annual leave shall be earned by each eligible employee who has a regular tour of duty. Personnel not employed on a continuing basis (temporary employees) shall not earn annual leave.
2. Annual leave earned shall be based on the equivalent of years of full-time state service and shall be creditable at the end of each regular pay period for classified and unclassified employees in accordance with the schedule below.

DAYS OF ANNUAL LEAVE EARNED PER MONTH BY CLASSIFIED AND UNCLASSIFIED FULL-TIME EMPLOYEES

Length of Service	Service Hours	Amount of Earned Per Hour Worked	Hours/Pay Period Based on 80 Hours Worked
Less than 3 years	0 - 8,759	0.0461	3.688
3 but less than 5	8,760 - 14,599	0.0576	4.608
5 but less than 10	14,600 - 29,199	0.0692	5.536
10 but less than 15	29,200 - 43,799	0.0807	6.456
15 or more	43,800 +	0.0923	7.384

3. No 12-month unclassified employee shall be credited with annual leave:
 - a. until completion of that pay period as an employee;
 - b. during which the employee was on leave without pay for ten or more working days; or
 - c. while serving in the military.
4. Accrued unused annual leave earned by an employee shall be carried forward to the succeeding years without limitation.
5. When an employee changes their position from one state agency to another, their accumulated annual leave shall be forwarded to the new agency and shall be credited to them.
6. Official Legal holidays, state-designated holidays, or days of local weather emergencies and celebrations shall not be charged to annual leave.
7. Annual leave shall be applied for in advance by the employee and may be taken only when approved by the immediate supervisor. Requirements concerning the use of annual leave include the following:
 - a. An appointing authority may require an employee who has sufficient annual leave to their credit to take annual leave whenever the authority feels that it is best for the employee or the appointing authority.
 - b. Except when given special advance approval for absence from duty, an employee must be at their work station for the day in order to be classified as on duty. A work station normally will

be one's office or elsewhere on the employer's premises, or at other locations while representing the employer.

8. Terminal payment of annual leave for unclassified employees shall not exceed an amount representing:
 - A maximum of 300 hours of unused annual leave at the time of termination for any reason
 - The method of payment for fiscal employees is to divide the final annual base salary by 2,080 and multiply by the number of hours of leave to be paid.
 - The method of payment for academic employees who have annual leave remaining from a prior fiscal appointment, the computation method is to divide the employee's final annual base salary by 1,440 and multiply by the number of hours of leave.
9. Terminal payment of annual leave for classified employees shall not exceed an amount representing:
 - A maximum of 300 hours unused annual leave at the time of termination for any reason.
 - The method of payment is to multiply the final hourly rate of pay by the number of hours of leave.

SICK LEAVE

1. Sick leave for employees shall be earned by each employee who has a regular tour of duty. The earnings of such leave shall be based on the equivalent of years of full-time state service and shall be creditable at the end of each regular pay period for classified employees, or at the end of every calendar month for eligible faculty and unclassified employees.

DAYS OF SICK LEAVE EARNED PER MONTH BY CLASSIFIED, UNCLASSIFIED, AND FAULTY FULL-TIME EMPLOYEES

Length of Service	Service Hours	Amount of Earned Per Hour Worked	Hours/Pay Period Based on 80 Hours Worked
Less than 3 years	0 - 8,759	0.0461	3.688
3 but less than 5	8,760 - 14,599	0.0576	4.608
5 but less than 10	14,600 - 29,199	0.0692	5.536
10 but less than 15	29,200 - 43,799	0.0807	6.456
15 or more	43,800 +	0.0923	7.384

2. No unclassified employee shall be credited with sick leave for any calendar month:
 - a. until completion of that pay period as an employee;
 - b. during which the employee was on leave without pay for ten or more working days.
 - c. while serving in the military.

3. Accrued unused sick leave earned by an employee shall be carried forward to the succeeding years without limitation.
4. When an employee changes their position from one state agency to another, their accumulated sick leave shall be forwarded to the new agency and shall be credited to them.
5. A written certification from a registered physician or other acceptable proof of disability is required for sick leave of five (5) or more consecutive workdays (or less, if deemed appropriate by the department head). An employee may be required to furnish proof of illness if abuse of sick leave is indicated.
6. Sick leave with pay may be taken by an employee with sufficient leave to their credit for the following:
 - a. Illness or injury that prevents performance of their work duties;
 - b. Medical, dental, or optical consultation or treatment;
 - c. To care for an immediate family member who is ill or injured; or
 - d. To accompany an immediate family member to a medical, dental, or optical consultation or treatment.
7. The employee may use sick leave for maternity purposes when their postnatal condition prevents the performance of usual duties, provided the employee has sufficient sick leave credit. The limit to the use of sick leave for a postnatal condition shall be six (6) weeks unless a physician certifies the employee's inability to return to work.
8. Terminal payment of sick leave for unclassified and faculty employees shall not exceed an amount representing:
 - A maximum of 200 hours of unused sick leave upon retirement or death prior to retirement.
 - The computation method of payment for unclassified fiscal employees is to divide the final base salary by 2,080 hours and multiply the result by the hours of leave.
 - The computation method for academic employees is to divide the final annual base salary by 1,440 and multiply the result by the number of hours of leave.

COMPENSATORY LEAVE FOR UNCLASSIFIED (12-MONTH) PROFESSIONAL STAFF

The normal business of a university or college campus is not restricted to the normal 40-hour workweek observed by many state agencies. On the contrary, many functions and activities occur in the evening hours and weekends when certain unclassified employees are required to attend. In order to compensate unclassified employees for work performed in excess of the normal workweek, the following policy is established effective August 1, 2012, regarding the accrual of compensatory leave.

1. Full-time Employees

Compensatory leave may be granted for required overtime hours worked outside the regular assigned 40-hour work week, or when an employee has not worked in excess of 40 hours due to holidays observed or leave taken. Earning compensatory leave must have prior approval of the immediate supervisor and/or the department head, whichever is appropriate. This authority has been delegated from the vice-presidential level per the University of Louisiana System Policy. The appropriate vice president must periodically review compensatory leave earned by those employees working within that Vice President's division.

2. **Part-time Employees**
A regular part-time employee who works in excess of their scheduled workday or workweek may be granted compensatory leave earned hour for hour.
3. Not more than 25 workdays may be earned during any fiscal year. Compensatory leave can be used for any purpose with the approval of their immediate supervisor and department head.
4. An appointing authority may require employees to use their compensatory leave at any time.
5. Employees will not be paid the value of their accrued leave upon separation from their unclassified position.
6. In the event an employee transfers without a break in service to another position within the state service, compensatory leave may be credited to the employee at the discretion of the new appointing authority. UNO will allow a credit of up to ten days of compensatory leave earned at another agency.

Proper Administration of Compensatory Leave

- An employee requesting compensatory time must receive verbal approval from their immediate supervisor and/or department head prior to the work commencing and also enter the request into Workday.
- While on approved travel on a regular university workday, an employee may earn a maximum of five hours of compensatory leave for hours worked after 4:30 pm. While on approved travel during a weekend, an employee can earn a maximum of eight hours per day.
- Employees will not earn compensatory leave for routine meals, social events, tours, etc. which are not required by the employer unless specifically approved by the president of the university.
- Employees will not earn compensatory leave while “on call” status.
- When an employee has earned a total of 25 working days of compensatory leave during any fiscal year, further approval of compensatory leave shall cease. Department heads/supervisors are to take necessary precautions to preclude approval of compensatory leave beyond the maximum allowed.

The Board of Supervisors for the University of Louisiana System approved the revised System policy on Compensatory Leave for Unclassified Employees (12-Month) at its March 26, 1999 meeting. The effective date for implementation of the policy was July 1, 1999.

The following is a list of positions which are not eligible to earn compensatory leave. These individuals/positions have been exempted from taking leave on official University Closure days:

President
Executive Assistant to the President
Provost
Vice Presidents
Associate Provost
Assistant Provost
Associate Vice Presidents
Assistant Vice Presidents
Deans
Chief of Police
Chief Information Officer
Executive Directors
Associate Athletic Directors
Assistant Athletic Directors
Head Athletic Coaches
General Manager, WWNO
General Manager, UNO Lakefront Arena
Other positions as may be designated by the President

*Medicaid Technical Services Contract (MTSC) positions which are domiciled in a designated DHH facility must follow the work day / holiday schedule of the DHH facility where domiciled and are not subject the university closure dates. However, they may be eligible to earn compensatory leave.

FAMILY AND MEDICAL LEAVE (FMLA)

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

1. the birth of a child and to care for the newborn child within one year of birth;
2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. to care of the employee's spouse, child, or parent who has a serious health condition;
4. a serious health condition that makes the employee unable to perform the essential functions of their job;
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Length of Service Eligibility

The employee must have been employed with a Louisiana State Agency for at least 12 months before requesting leave. The employee must also have worked at least 1,250 hours during the 12 months before the start of FMLA leave.

Definition of "Any Year"

For the purposes of this law and University policy, a year is defined as the twelve (12) month period beginning with the date the employee first uses FMLA designated leave. This shall be referred to as a "first use year".

Notice Requirements

1. Advance Notice Requirement: Employees are required to provide thirty (30) days advance notice, unless the qualifying event is unforeseeable or a medical emergency.
2. Waive of Advance Notice Requirement: When advance notice is impossible or impractical, employees are required to notify their supervisors or other appropriate departmental authority at the earliest possible time (at least one or two business days from when the need for leave is known).
3. Notice to Human Resource Management: Departments must report all notifications of FMLA to Human Resource Management, ideally, within one to two business days of receipt of the notice.

Physician Certification

Employees invoking Family and Medical Leave are required to have their physician or the physician of record complete the Certification of Health Care Provider for Employees Serious Health Condition ([Department of Labor Form WH-380E](#)) or Certification of Health Care Provider for Family Members Serious Health Condition ([Department of Labor Form WH-380F](#)). This form must be submitted within fifteen (15) calendar days of notice to use leave. In the case of Worker's Compensation, standard physician certification in lieu of the WH-380E form is acceptable. Upon being released from care by the health care provider, and prior to resuming job duties, the employee must submit a completed Medical Certification of Fitness to Return to Work (FMLA-3) to the Office of Human Resource Management.

Automatic Designation as FMLA

Sick leave absences in excess of five (5) consecutive days will be automatically designated as FMLA leave from the first day of the leave (unless medical certification shows the absence was not a qualifying event under FMLA) and will require a medical certificate as permitted by FMLA.

Intermittent Leave or a Reduced Leave Schedule

Intermittent leave or a reduced leave schedule must be approved in the following circumstances:

1. For birth or placement of a child through adoption or for foster care, with mutual agreement between the department and the employee, or, when medically necessary and certified by the physician on the WH-380E or WH-380F form or other acceptable medical documentation.
2. In all other events, when medically necessary and certified by the physician on the WH-380E or WH-380F form or other acceptable medical documentation.

Requirement to Take Paid Leave

Employees are required to take compensatory, annual, or sick leave depending on the nature of the absence. The appropriate type of leave must be exhausted before approval will be granted to use leave without pay for

Family and Medical Leave. All employees (male and female) are able to request FMLA for the birth or adoption of a child and use available sick leave, per the expanded definition of sick leave.

Continuation of Health Care Benefits

1. Employees who have their health coverage with the State and who go on leave without pay for Family and Medical Leave and who wish to continue their health care coverage will have the employer portion of the premium paid by the University.
2. In such circumstances, employees are required to submit a Continuation of Insurance Form.

Requirement to Document All FMLA Leave

1. Whether or not the employee requests FMLA leave specifically, if the reason for the leave qualifies as FMLA, it must be approved and documented as FMLA leave.
2. An employee must make a leave of absence request in Workday and select the appropriate type of FMLA leave. The most common types are FMLA and Intermittent FMLA.
3. For recordkeeping purposes, FMLA leave requires that a leave request be completed and submitted in Workday by the employee unless the employee is not available in the work place or it would otherwise be impractical or impossible to submit such request (in these cases, the department head/supervisor must complete the leave request and indicate on the leave request on behalf of the employee in Workday).

Restoration after FMLA

Employees returning from Family and Medical Leave must be restored to their former positions or equivalent positions with equivalent pay and benefits.

Prohibition Against Retaliation

It is unlawful for any employer to interfere with, restrain or deny the exercise of any right provided for under FMLA. Employees may not be retaliated against for invoking their rights under the Family and Medical Leave.

Questionable Certifications for Medical Leave

If an employee submits a completed certification signed by a health care provider, the employer may not request additional information from the employee's health care provider, but may, through the employee's health care provider request clarification and authentication of the certification. If the employer doubts the validity of the certification, it may proceed as follows:

1. Second Opinion – With the approval of the Office of Human Resource Management, the employee may be required to be examined by a health care provider of the employer's designation and at the **employer's expense**. If the second opinion does not agree with the employee's certification, the employer can require a third opinion.
2. Third Opinion – With the approval of the department of Human Resource Management, the employee may be required to be examined by a health care provider **mutually approved by the employer and the employee at the employer's expense**. The third opinion is **final and binding**.

Submitting False Information

Any employee who submits false information regarding this Act shall be subject to disciplinary action.

Impact of FMLA on Leave Sanctions

No leave (compensatory, annual or sick) approved under FMLA may be used as a basis for, or in the calculation of leave usage, for imposing leave sanctions.

MATERNITY LEAVE

Ensures that female employees who are absent from work as a result of pregnancy, childbirth, or related medical conditions are eligible for maternity leave and will be treated as any other employee who is otherwise temporarily disabled.

1. The time period of an absence due to maternity is frequently predictable; therefore, an eligible female employee should provide their immediate supervisor with as much advance notice as possible of anticipated dates of absence. An employee must provide 30 days advance written notice if possible, when leave is foreseeable. If the 30 days advance notice is not possible, the employee must notify their immediate supervisor as soon as the need for leave is known.
2. A non-FMLA qualifying female employee is eligible for up to six (6) weeks of job-protected maternity leave. All available balances of applicable paid leave (compensatory, sick, or annual leave) must be used while absent during the six (6) week period. When all available paid leave is exhausted, the employee will be placed on leave without pay for the remainder of the applicable period.
3. An FMLA qualifying female employee is eligible for up to twelve (12) weeks of job-protected maternity leave as more fully described in the Family and Medical Leave (FMLA) section of this policy. All available balances of applicable paid leave (compensatory, sick, or annual leave) must be used while absent for an FMLA eligible event. When all available paid leave is exhausted, the employee will be placed on leave without pay for the remainder of the applicable period. The employee will be required to complete the appropriate FMLA forms.
4. If there is a medical complication as a result of the pregnancy, a female employee is entitled to a maximum of four (4) months of maternity leave. This runs concurrently with the amount of leave designated for a normal pregnancy. All available balances of applicable paid leave (compensatory, sick, or annual leave) must be used during this period. When all available paid leave is exhausted, the employee will be placed on leave without pay.

Note: Under no circumstances will an employee receive more than four (4) months of maternity leave.

LEAVE FOR CIVIL AND NATIONAL SERVICE

An employee shall be given time off without loss of pay, annual, or sick leave for civil and national services. The following reasons are recognized by the Board:

1. when performing jury duty;
2. when summoned to appear as a witness before a court, grand jury or other public body or commission;

3. for performing emergency civilian duties in relation to national defense;
4. for voting in primary, general, or special election which falls on their scheduled working day, provided that not more than two hours of leave shall be allowed each employee to vote in the parish where they are employed, and not more than one day to vote in a parish other than the one where they are employed. The Department Head, in accordance with the above, will have the discretion of determining the amount of time and when the time off will be granted;
5. when the appointing authority determines an employee is prevented by an act of God from performing duties;
6. when the appointing authority determines that because of local conditions, or celebrations it is impractical for employees to work in a particular locale;
7. when participating in a State Civil Service examination on a regular work day, or taking a required examination pertinent to the examinee's State employment before a licensing board (the appointing authority reserves the right to limit the number of occasions within a year); and/or
8. when an employee is ordered to report for a pre-induction physical examination incident to possible entry into the military forces of the United States.

HOLIDAY LEAVE

University holidays are provided for by memorandum from the Office of the President and may differ from the general holiday schedule of the State. Holidays are observed by employees without charge to annual or sick leave. Departments that have employees on shift assignments or at work during university holidays may adjust work schedules or holiday time to provide for necessary services. It is intended that the same number of holidays be granted to all employees. If a holiday falls on an employee's day off, it will be necessary to provide a "designated holiday" on the next closest working day. Civil Services Rules for compensating classified employees who are required to work on University Holidays must be adhered to.

Employees shall be eligible for compensation on observed holidays with the following exceptions:

1. There is no holiday pay when the employee's regular work schedule averages less than 20 hours per week or the employee works an intermittent work schedule (does not apply to academic employees);
2. There is no holiday pay when the employee is on a Period of Appointment (POA), While Actually Employed (WAE), Graduate Assistant or Student Worker appointment;
3. There is no holiday pay when the employee is on leave without pay immediately preceding and immediately following the holiday period; and
4. Eligible part-time employees are compensated for holidays in proportion to their percent-of-effort.

UNIVERSITY CLOSURE DAYS

University Closure days are automatically charged to the employee's annual leave (except academic faculty and employees exempt from earning compensatory time). However, if an employee has accumulated compensatory leave, compensatory leave will be charged prior to annual leave. If an employee does not have sufficient annual and/or compensatory leave available, the employee will be charged unpaid leave. All employees should consider this schedule prior to use of annual leave to ensure a sufficient leave balance in order to accommodate for the university closure dates.

Employees, with approval of their immediate supervisor and chain of command through the appropriate Vice President, may request to work on university closure days by completing and submitting the University Closure Day Employee Requirement form. This justification form should be sent to Payroll for processing for each closure day instance.

Employees who choose to work their normal schedule on a university closure day will receive normal compensation. There is no additional compensation or overtime paid to employees who work their normal schedule on a university closure day.

MILITARY LEAVE

Employees who are members of a reserve component of the armed forces of the United States or the National Guard shall be granted leaves of absence from their positions without loss of pay, time, or annual or sick leave when ordered to active duty for field training or training authorized in lieu thereof when the individual is given constructive credit for such training. Such leaves shall be for periods not to exceed 15 working days in any calendar year, but an appointing authority may grant an employee annual leave or leave without pay or both, in accordance with other provisions of these leave regulations for such periods which exceed 15 working days in any calendar year.

1. Employees who are inducted or ordered to active duty to fulfill reserve obligations or who are ordered to active duty in connection with reserve activities for indefinite periods or for periods in excess of their annual field training shall be ineligible for leave with pay.

OTHER LEAVE

The Board recognizes other categories of leave for its employees:

1. When an employee is absent from work due to disabilities for which they are entitled to Worker's Compensation, they may, at their option, use sick or annual leave or any appropriate combination of sick and annual leave (not to exceed the amount necessary) to receive total payment for leave and Worker's Compensation in accordance with law.
2. Probationary and permanent employees may be given time off without loss of pay, annual leave, or sick leave when attending the funeral or burial rites of 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.

3. At the discretion of the appointing authority, a full-time employee may be granted leave with pay to attend to personal emergencies. Such time may be charged against sick leave.

EMERGENCY ADMINISTRATIVE LEAVE FOR UNCLASSIFIED STAFF (INCLUDES FACULTY)

Any person in the chain of command of an unclassified staff or faculty member may recommend to the president of the university or their designee that it is in the best interest of the university that the unclassified staff or faculty member be placed on Administrative Leave with pay.

Upon conducting any investigation deemed appropriate by the president or their designee, which may include interviewing the staff member regard the concerns of the university, the president may place that individual on Administrative Leave. The action may be done orally by the president or their designee and shall be in no way considered a disciplinary action. A written communication regarding any Administrative Leave action shall be forwarded to the respective staff member and a record maintained by the university.

Such Administrative Leave is with pay and shall not be charged against the individual's leave record. It may be for an initial period of up to thirty (30) days, but it may be extended for up to 30 more days by the president or their designee with verbal notice to the staff member.

During such leave with pay, the staff or faculty member shall be excused from the performance of any duties associated with the position of the individual except that the individual shall be considered a member of the university and subject to the directives of the president or designee given in order to resolve the concerns of the university.

PROCEDURES FOR RECORDING AND MAINTENANCE OF ATTENDANCE-LEAVE RECORDS

Each employee is responsible for completing and submitting absence requests in Workday that route for appropriate approval to their immediate supervisor.

1. Attendance and leave records shall be maintained for all faculty and unclassified staff. These attendance records shall be certified and submitted by the active employee and approved by their supervisor in Workday at the end of each regular pay period, monthly for faculty and biweekly for unclassified staff. If an employee is on approved extended leave (i.e. FMLA, Sabbatical, LWOP, Military, etc.), it is the supervisor's responsibility to submit and certify leave for the employee each regular pay period, monthly for faculty and biweekly for unclassified staff.
2. Annual and sick leave balances, along with leave earned and taken, are available on the employee's profile in Workday. These balances will reflect the leave earned in the previous pay period. The employee is required to carefully review this information to ensure that all entries have been properly recorded. Any discrepancies should be immediately reported to the timekeeper for correction.
3. The appropriate supervisor or delegated supervisor must review all leave requests in Workday. Leave taken must be recorded in Workday as soon as possible. The minimum charge to the leave record is one-quarter (1/4) hour, and all leave is recorded in one-quarter (1/4) hour increments.
4. Eligible employees appointed for less than full-time shall accrue leave in proportion to that employee's percent of effort.

5. Full-time university faculty on academic appointments who cannot fulfill their scheduled obligations due to illness will be charged sick leave on the basis of an 8-hour workday.
6. Departments that hire employees with prior state service should verify In Workday and with the Office of Human Resource Management that credit has been given for full-time equivalent state service and that any eligible leave has been transferred and credited to the employee.
7. All supervisors are responsible for ensuring that the timekeepers monitor each employee's leave accrual in Workday and that all necessary adjustments are made in a timely manner.
8. Employees hired on a POA, WAE, Part-Time Instructor, Graduate Assistant and Student Worker appointment are not eligible to accrue vacation or sick leave.



John W. Nicklow
President
University of New Orleans

**Policy Updates:*

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