

X-10 Request for Leave

NORTHWESTERN STATE UNIVERSITY

Request for Leave

- I. Purpose:** This form is used for requesting leave.
- II. Reference:** Louisiana Revised Statutes 17:3311 and 17:3312; Federal Regulations; University Policy and Procedures; Civil Service Rules and Regulations; and University of Louisiana System Board of Trustees Policy.

III. Routing:

Employee completes his/her "[Request for Leave](#)" form and submits to their immediate supervisor.

The supervisor reviews "Request for Leave" form submitted. If leave is approved, signs and dates the form. If leave is not approved, resolve the disapproval with the employee. Supervisor and employee may make changes on the form, each initial changes or completes a new form with agreed corrections.

Approved Request for Leave documents are forwarded to the "Departmental Timekeeper" for entry in the employee's "Banner Timesheet" in accordance with the [Departmental Time and Attendance Entry User's Guide](#).

Once entered, the Request for Leave documents are forwarded to the "Approver" by the Departmental Timekeeper. The "Approver" verifies accuracy of data entered in the employee's "Banner Timesheet" by the Departmental Timekeeper in accordance with the [Departmental Approver Time and Attendance Approval – PHADSUM](#) section of the Departmental Time and Attendance Entry User's Guide.

Once approved, the "Approver" files the Request for Leave in the "departmental" time and attendance files.

****All time and attendance records must be retained for 5 years. See [Preservation of Records Policy Statement](#) in the Business Affairs Policy and Procedures User Guides.**

NOTE: *The Provost must approve all requests for "Faculty Other Leave".*

Annual Leave and Compensatory Leave should be applied for in advance and can only be taken when approved by your supervisor. Also, planned or anticipated Sick Leave should be approved in advance. Leave request for planned leave should have the appropriate supervisor's approval signature before leave commences.

In the event of an emergency, unforeseen or unplanned leave, employees should make a reasonable effort to notify their supervisor and promptly complete the "Request for Leave" form upon return to duty, noting on the form that leave was verbally approved and/or for an emergency, unforeseen or unplanned reason.

NOTES: *The employee and/or Supervisor should always check leave balances before completing the Request for Leave document. To view leave balances go to [myNSU](#).*

Any available "FLSA" leave balance must be taken first, then "State" leave before any annual leave can be used. (SCS Rule 21.6 or Executive Order Number JML 24-122, Section 16F).

Types of Leave with “Earn Codes”

230 Annual Leave:

Leave with pay granted unclassified and classified employees for the purpose of rehabilitation, restoration, maintenance of work efficiency, or attention to other personal concerns.

235 Sick Leave:

Leave with pay granted to an employee who is suffering with a disability which prevents him from performing his usual duties and responsibilities and who requires medical, dental, or optical consultation or treatment. At the discretion of the employee's supervisor, the employee may be required to submit a statement from their attending physician attesting the employee has/is being treated with an illness or disability which prevents the employee from performing their usual duties and responsibilities and requires medical, dental, or optical consultation or treatment.

Unclassified and classified employees that do not have enough accumulated annual and/or Compensatory Leave during required closures of the University, may not use Sick Leave for the remaining days of closure. Leave without pay must be taken.

No employee may use accumulated Sick Leave as personal leave up to retirement unless actually physically or mentally ill with a doctor's recommendation to validate the illness.

420 Leave Without Pay (LWOP):

Leave without pay is granted to an employee in accordance with university policy when the employee does not have any, or qualify, for paid leave.

311 FSLA Compensatory Leave:

Leave with pay granted to an employee for compensatory time earned by classified employees or non-exempt unclassified employees only, in accordance with FSLA and university policy, when the employee has worked in excess of 40 hours per week.

321 State Compensatory Leave:

Leave with pay granted to an employee for compensatory time earned by classified employees, non-exempt unclassified or exempt unclassified employees that qualify to earn state compensatory time in accordance with university policy.

200 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 leave shall be for periods not to exceed 15 working days in any calendar year, but an appointing authority may grant an employee earned Annual Leave, earned Compensatory Leave, leave without pay or all, in accordance with other provisions of the leave regulations for such periods which exceed 15 working days in any calendar year.

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.

The employee must contact Human Resources in advance of Military Leave for specific instructions for the use of Military Leave. Military orders are to be provided.

Family and Medical Leave:

The Family and Medical Leave Act of 1993 (FMLA) gives eligible employees who work for the covered employers the right to take job-protected unpaid leave, or to substitute appropriate accrued paid leave. FMLA provides that the University grant an employee a total of twelve (12) weeks of unpaid leave (or applicable paid leave) in any 12 month period. Employees are eligible if they have worked for at least twelve (12) months and at least 1,250 hours over the previous twelve (12) months. Employees seeking to use FMLA leave are required to provide 30-days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If that is not possible, notice should be given as soon as possible. The use of paid leave (annual or sick) may be denied if the notification/certification requirements are not met.

Family and Medical Leave Act (FMLA) must be granted for any of the following reasons:

1. To care for a child after birth or placement for adoption or foster care;
2. To care for employee's spouse, child, or parent who has a serious health condition;
3. For a serious health condition that makes the employee unable to perform the duties of their position.

Also two new military family leave entitlements are included in the FMLA amendments enacted as part of the National Defense Authorization Act for fiscal year 2008. The new entitlements are:

1. Eligible employees of covered employers who provide care for covered service members will be able to take up to 26 work weeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness incurred in the line of duty or on active duty; and
2. Makes the normal 12 work weeks of FMLA leave available to eligible employees with a covered military member serving in the National Guard or Reserves to use for certain "qualifying exigencies" arising out of the fact that a covered military member is on active duty or has been notified of an impending call or order to active duty in support of a contingency operation

Among the many other areas addressed in the regulations are the definition of a serious health condition, the use of unscheduled intermittent leave and the medical certification process. Additional information on the latest FMLA regulations can be obtained for the Department of Labor's Wage and Hour Division Website at <http://www.wagehour.dol.gov>

Employees can use their annual and/or Sick Leave balances as the paid leave. The leave used is declared to be used under the provisions of the Family Medical Leave Act. Use of paid accrued Sick Leave as FMLA may be used for the sickness/illness of the employee only, not for the care of other family members. The University also has the right to declare paid leave usage to be used under provisions of the FMLA. Any employee who takes leave under the provisions of the FMLA will be entitled upon return from such leave to be restored to the same position of employment as held when the leave began or to be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Employees who are contemplating the use of FMLA leave under the conditions listed above should contact the Human Resources Department prior to submitting any request for the FMLA leave. It is the intent of the University to comply fully with FMLA. Some definitions under FMLA may be complex and, as with any new law or regulation, there may be some gray areas that may arise. Employees are encouraged to question and discuss any determinations that are made that they disagree with so that the University can get any clarifications that are necessary.

Family Medical Leave Act (FMLA) - Sick:

Leave with pay granted to an employee under the terms of the Family Medical Leave Act of 1993, which will be charged against the employee's accrued Sick Leave balance. Maternity leave should be recorded under FMLA - Sick Leave.

Must use available Sick Leave, earn code 235.

Family Medical Leave Act (FMLA) - Annual:

Leave with pay granted to an employee under the terms of the Family Medical Leave Act of 1993, which will be charged against the employee's accrued Annual Leave balance.

Must use available Annual Leave, earn code 230.

Family Medical Leave Act (FMLA) - Compensatory:

Leave with pay granted to an employee under the terms of the Family Medical Leave Act of 1993, which will be charged against the employee's accrued Compensatory Leave balance.

Must use available Compensatory Leave, FSLA Compensatory Leave earn code 311 or State Compensatory Leave earn code 321.

240 Family Medical Leave Act (FMLA) - LWOP:

Leave without pay granted to an employee under the terms of the Family Medical Leave Act of 1993. Once the employee has exhausted, or elected to exhaust, accrued annual, compensatory, and Sick Leave balances.

The employee must contact Human Resources in advance of Family and Medical Leave for specific instructions for the use of Family and Medical Leave.

Leave for Civil and National Service:

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

210 Jury Duty:

For performing jury duty. A copy of the "summons" should be attached to the Request for Leave.

205 Witness Duty:

When summoned to appear as a witness before a court, grand jury, or other public body or commission. A copy of the "summons" should be attached to the Request for Leave.

205 Civil/National Defense:

For performing emergency civilian duty in relation to national defense. Explanation should be entered in the comments section of the Request for Leave.

205 Voting:

For voting in a primary, general, or special election which falls on his/her scheduled working day, provided that not more than two hours of leave shall be allowed to vote in a parish where he/she is employed and not more than one day to vote in another parish.

205 Act of God:

When the appointing authority determines that employees are prevented from performing their duties by an act of God. The reason should be entered in the comments section of the Request of Leave.

205 Local Conditions:

When the appointing authority shall determine that local conditions or celebrations make it impracticable for employee to work. The reason should be entered in the comments section of the Request of Leave.

Other Leave:

The Board recognizes other categories of leave for its employees.

225 Worker's Comp LWOP:

When an employee is absent from work due to disabilities for which he is entitled to Workmen's Compensation, he may at his option, use sick, compensatory, or Annual Leave or any appropriate combination of sick, compensatory, and Annual Leave (not to exceed the amount necessary) to receive total payment for leave and Workmen's Compensation in accordance with law.

Once an employees accrued leave balances are exhausted the employee will be on Worker's Comp LWOP.

The employee must contact Human Resources in advance of Workers Compensation Leave for specific instructions for the use of Workers Compensation Leave. The employee is on unpaid LWOP while on Workers Compensation Leave.

220 Bereavement:

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 days on any one occasion.

215 Administrative:

Leave with pay for employees who have been placed on leave by the University. Contact Human Resources when an employee is placed on paid Administrative leave.

300 Crisis Leave:

Approved leave advanced to employee from Crisis Leave Pool. Contact Human Resources for eligibility and/or application process. Contact Human Resources and Payroll immediately when an employee begins using Crisis Leave and especially when the employee returns to work after being on Crisis Leave.

305 Shared Sick Leave:

Approved leave advance to an employee from Shared Sick Leave Pool. Contact Human Resources for eligibility and/or application process. Contact Human Resources and Payroll immediately when an employee begins using Shared Sick Leave and especially when the employee returns to work after being on Shared Sick Leave.

Faculty Leave:

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 is earned in lieu of Annual Leave and shall be taken as it is earned. This Faculty Leave is the time in which vacations should be arranged. There is not an "Earn Code" for Faculty Leave and a Request for Leave document is not required.

The following leave is available to Faculty for Non-Faculty Leave occurrences:

245 Personal Faculty Leave:

Every full-time faculty member shall be entitled to and shall be allowed to use up to two days absence during each academic year without loss of pay for personal purposes as may be determined by the employee. The requesting employee shall give his immediate supervisor notice and have the request approved by the employee's immediate supervisor at least twenty-four hours notice prior to taking the leave by completing the Request for Leave form. This personal leave shall be charged to and deducted from the employee's Sick Leave for the current year or Sick Leave accumulated. This personal leave (two days) does not be accumulate from year to year and will not be compensated for upon the death or retirement of the employee or paid in any other manner. If the employee requesting to use up to two days during each academic year without loss of pay does not have enough earned/accumulated Sick Leave to their credit, then leave without pay will be charged. At the discretion of the Provost, a full-time faculty member may be granted leave with pay to attend to personal emergencies. Such time may be charged against Sick Leave.

For Religious Holidays, 9 month faculty may use Personal Faculty Leave. Exempt unclassified, non-exempt unclassified, and classified employees must take Annual Leave, Compensatory Leave, or leave without pay.

250 Faculty Other Leave:

Faculty members (Non-Annual Leave earning employees) who take personal leave when they are not sick and scheduled to work MUST take leave without pay. At the discretion of the Chief Academic Officer, a full-time faculty member may be granted leave with pay to attend to personal emergencies. Such time may be charged against Sick Leave. The Chief Academic Officer must approve all request for "Faculty Other Leave".

260 "Faculty" Sabbatical LWOP:

Unpaid leave for the purpose of professional/cultural improvement. Must have Board approval.

Information Systems Notification

The supervisor/budget unit head must notify the Information System by memo, with copy to Director of Human Resources, that employee will be on leave in excess of two (2) weeks and give the date leave commences. Information System should review employee's access and deny access upon the effective date of the leave.

Upon termination of leave, the supervisor/budget unit head should request computer access for the employee through established procedures.

University Holidays

Employees are entitled to time off for holidays. Holidays will be observed as being for 8 hours (which is a normal day in a normal 40 hour week). In the event that an employee has elected to work a 40 hour optional schedule such as 10-hour days for four days per week or a schedule consisting of four 9-hour days plus a 4-hour day (all totaling 40 hours), credit will be given for an 8 hour holiday.

NOTE: *Holiday Leave without Pay (LWOP)*

Classified, Non-Exempt Unclassified, and Exempt Unclassified employees who are on Leave without Pay (LWOP) are not eligible for Holiday Pay, unless they have sufficient leave accrued to take at least 1 hour leave before the Holiday period, or work 1 hour before the Holiday period.

The employee must also work at least 1 hour after the Holiday period or have sufficient leave to take 1 hour leave after the Holiday period.

Leave can be annual, compensatory, and/or Sick Leave, if sick.

The employee's supervisor must make sure the employee submits a Request for Leave for the Leave without Pay (LWOP) for the Holiday period.

Banner is not set up to perform this task automatically. It is the employee, supervisor, timekeeper, and approver's responsibility.

Employees receive 8 hours regular pay for Holidays. If the employee works during a Holiday, the employee may earn straight 1:1 compensatory time or 1:1 overtime for first 8 hours worked on the Holiday. If the employee works an excess of 40 total hours for the week, which includes the 8 hours of Holiday hours, Classified and Non-Exempt Unclassified employees will earn 1:1 compensatory time or 1:1 overtime, and Exempt Unclassified that qualify to earn compensatory time will earn 1.1 compensatory time for each hour in excess of 40 hours.

IMPORTANT: *Classified and Non-Exempt Unclassified employees must physically work 40 hours to earn any compensatory or any overtime at 1:1.5 rate.*

Exempt Unclassified employees that do not qualify to earn compensatory time (presidents, vice presidents, deans, athletic director, and athletic head coaches) do not receive compensatory time for working Holidays.

Employee who are on shift work (Power Plant and University Police) receive 8 hours 1:1 compensatory time, if the Holiday falls on their scheduled day off.

NOTE: *Banner calculates the overtime rate based on the employee's class code, therefore, only enter the actual hours worked not the calculated hours. For example, if the employee works 8 hours on a day off, enter 8 hours on Weekly Report of Compensatory Time/Overtime Earned document or Bi-Weekly Report of University Police Compensatory Time/Overtime Earned document as overtime or compensatory time, not 8 hours X 1.5 = 12 hours. Banner calculates the 12 hours payment calculation.*

For example:

- Classified or Non-Exempt Unclassified employee works 9 hours on the 8 hour Holiday and works a total of 41 hours (including the 8 hour Holiday) for the work week:
 - The employee earns 8 hours of 1:1 compensatory time or 1:1 overtime for the holiday, and 1 hour of 1.0 compensatory time or 1.0 overtime for the 1 hour over the 40 hour week.

NOTE: Employee has not physically worked 40 hours this week because of the holiday, all hours will be hour for hour (1:1).

- Exempt Unclassified employee works 9 hours on the 8 hour Holiday and works a total of 41 hours (including the 8 hour Holiday) for the work week:
 - The employee earns 8 hours of 1:1 compensatory time for the holiday, and 1 hour of 1:1 compensatory time for the 1 hour over the 40 hour week.
- If an employee works 3 hours on the Holiday and works a total of 38 hours (including the 8 hour Holiday) for the work week.
 - The employee earns 3 hours of 1:1 compensatory time or 1:1 overtime for classified or non-exempt unclassified, and 1:1 compensatory time for unclassified, and will of course take appropriate leave for the 2 hours not worked in the 40 hour week.

- University Police employee works 9 hours on the 8 hour Holiday and works a total of 87 hours per pay period (including the 8 hour Holiday):
 - The employee earns 8 hours of 1:1 compensatory time or 1:1 overtime, and 1 hour of 1:1 compensatory time or 1:1 overtime for the 1 hour over the 86 hour pay period.

NOTE: The Employee has not physically worked 86 hours this pay period, because of the holiday.

- University Police employee works 3 hours on the Holiday and works a total of 84 hours (including the 8 hour Holiday) for the pay period.
 - The employee earns 3 hours of 1:1 compensatory time or 1:1 overtime, and 1:1 compensatory time, and will of course take appropriate leave for the 2 hours not worked in the 86 hour pay period.

Closure Days

Hourly employees, Wages of Labor or Student Employees, do not earn leave and therefore, are paid for closure days only for hours worked.

Classified, Non-Exempt Unclassified, and Exempt Unclassified employees must take compensatory time leave, Annual Leave, or leave without pay (LWOP) if they do not work the closure days. Exempt Unclassified employees that are exempt from earning compensatory time do not take leave during closures.

Faculty and Graduate Assistants are on Faculty Leave during closure days.

Sick Leave during Closure:

The University will allow Sick Leave during a closure period (Thanksgiving and Christmas) if an employee had prior knowledge and had submitted a leave request that had been approved for the Sick Leave prior to the starting of a closure period. If an employee is on approved Annual Leave, Compensatory Leave or leave without pay, and has to see a physician or has emergency treatment by a hospital or some other medical facility, the employee can substitute Sick Leave for annual, compensatory, or leave without pay. For approval of the Sick Leave substitution, the employee must present their supervisor a note from the doctor (original signature, signature stamp not acceptable) and/or the medical facility where treatment was received, immediately upon return to work. It is the responsibility of the employee's supervisor to approve/disapprove such a substitution of leave.

Bereavement Leave during Closure:

During University closures (Thanksgiving and Christmas) employees may substitute bereavement (funeral) leave for Annual Leave, Compensatory Leave, or leave without pay (LWOP) if they have attended 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 or grandchild, provided such time off shall not exceed two days on any one occasion. Notification of such leave substitution must be presented to the employee's supervisor immediately upon return to work after a closure period.

The above substitutions are only allowed for periods of University closures (Thanksgiving and Christmas) and does not apply to holidays observed by the University.

These substitutions require change to time and attendance documents, see [*Making Time and Attendance Changes and Submitting Hours outside the Current Pay Period*](#) section of the Departmental Time and Attendance Entry User's Guide.