2.2.2 SICK LEAVE (CLASSIFIED AND UNCLASSIFIED EMPLOYEES)

A. Definition

Sick leave is leave with pay granted to an employee who is suffering with a temporary disability which prevents him/her from performing the usual duties and responsibilities or who requires medical, dental or optical consultation or treatment.

B. Policy

It is the policy of Louisiana State University Health Sciences Center to grant sick leave so that employees will not suffer the loss of pay when unable to work because of illness, disability, consultation or treatment. The policy is intended to help relieve the financial worries which often occur during a period of incapacitation. For these reasons, it is expected that sick leave will only be used as appropriate. Abuse of the benefit will be considered cause for disciplinary action. (Reference: Civil Service Rule 11.13 a)

C. Earning of Sick Leave

1. Each regular paid classified employee (part-time and full-time) will earn sick leave based on the percent of time worked. Employees on emergency or restricted appointments are exempt from earning any form of sick leave.

2. Sick leave is earned for each regular duty hour by the following schedule:
   (a) Less than three years of state service - .0461/hourly
   (b) Three years but less than five years of state service - .0576/hourly
   (c) Five years but less than ten years of state service - .0692/hourly
   (d) Ten years but less than fifteen years of state service - .0807/hourly
   (e) Fifteen years or more of state service - .0923/hourly

3. Employees shall not earn sick leave for any overtime hour, any hour of leave without pay, or any hour of a holiday which occurs while the employee is on leave without pay. (Reference: Civil Service Rule 11.5)

D. Rules of Sick Leave

1. Minimum charge is one-half hour. (Reference: Civil Service 11.13 c)

2. No advance of sick leave can be granted.
   (a) Supervisors should, before recording sick leave, ensure that the employee has adequate accrual.
   (b) If the employee does not have adequate accrual, leave should be recorded as leave without pay.
3. No payment for accrued sick leave will be granted to a terminating employee.  
(Reference: Civil Service Rule 11.18)

4. There is no maximum accrual. An employee may accrue sick leave indefinitely.

Unused sick leave may be used to extend years of service for purposes of state retirement; however, leave cannot be used to qualify for retirement.  
(Reference: CMI Service Rule 11.6)

5. An employee who is on vacation may not, upon return, have hours originally charged as vacation charged to sick leave.

6. When a former employee is reemployed in state service within five (5) years from the date of termination, all unused sick leave will be reinstated.

7. If a paid holiday occurs while an employee is on sick leave, the day will be charged as a holiday and will not reduce the employees accrued sick leave.  (Reference: Civil Service Rule 11.13 b)

E. Procedure

1. Call in
   (a) In order to qualify for paid sick leave, an employee must follow the call-in procedures established by his/her department.
   (b) Should the employee fail to call in or notify the supervisor, all hours absent will be charged as leave without pay.
   (c) Further, unjustified absence can be cause for disciplinary notice.

2. Duration of Sick Leave and Frequency of Use
   (a) If sick leave is more than three (3) days, the employee may be required to bring a physician’s certificate.
   (b) If a supervisor feels that he/she has identified a pattern of excessive use of sick leave, a physician’s certificate may be required at anytime.

3. Physician’s Certificate (Reference: Civil Service Rule 11.14)
   (a) Certificate requested must contain the following:
      • Reason for the absence.
      • The number of days which should be granted as sick leave.
   (b) When an employee is examined and/or treated by an LSU Medical Center Staff Physician, the employee must register in the appropriate clinic or service.
   (c) The LSU Medical Center Staff Physician will make an appropriate entry in the employee’s [patient’s] record.