

Leave Policy

Purpose: To provide a consistent policy for granting leave for FMLA, sick, annual, emergency, special, educational and leave without pay to staff employees based on Civil Service Directives and departmental policy.

A. Sick leave

1. The department of Radiology will operate under Administrative Directive Number 2.2.2 and 2.8.12
2. The department policy includes additional conditions which have been ruled in accordance with Civil Service Rules 11.13, 11.14, and LSUHSC directive 2.2.2

Radiology Sick Leave Policy

1. All employees with personal illnesses are required to follow the proper call in procedures as stated in the “Time and Attendance” policy and the “Reporting to Work” policy. Any deviations from these policies for reasons of extenuating circumstances can be presented to the supervisor for review.
2. Sick leave shall be granted only for personal reasons.
3. Unexcused sick leave days will count towards your total occurrence level.
4. Occurrences will not be counted for shifts you have to leave sick if you have worked 40% of that shift, otherwise an occurrence will be counted.

Weekend and Holiday Call-ins

Call-ins on a holiday will not be granted sick leave. If you have to call in for one holiday in a calendar year you will be given a written warning, if you have called- in for two holidays in a calendar year, you will be considered for disciplinary action of a one-day suspension.

** Note: A physician’s excuse can be required for all call-ins on scheduled holidays at the supervisor’s request.

Physician documentation is required for sick leave payment under the following conditions:

1. More than three (3) consecutive sick days.
2. Occurrence of a negative sick leave balance.
3. An absence that occurs prior to, on, or immediately following a holiday.
4. When an employee has accumulated more than 64 hours of sick leave or LWOP in a calendar year. FMLA and other considerations will be accounted for in determining the need of excuses for this employee.
5. If the supervisor identifies a recent trend, he can request physician documentation of a written reason for the trend with the employee reviewing the information. Sick leave will be given at the supervisor's discretion.
6. Any call-ins on your scheduled weekend to work. The weekend is defined as Friday at 0001 until Monday at 0700.
7. An absence that occurs prior to, or immediately following annual leave may require an excuse. The determination will be at the discretion of the supervisor and based upon factors such as patient workload and previous attendance history.

*Note: A physician's statement must contain the following: reason for absence, number of days which should be granted as sick leave, and the specific dates of the days for which sick leave should be granted. Failure to submit a physician's statement may result in LWOP (leave without pay).

Addendum: For those employees who work at least 60% of their hours on weekends, a sick call without penalty is allowed once per 6 month interval. Physician documentation for sick leave can still be required if the employee falls under one of the following conditions:

- a. *More than three (3) consecutive sick days.*
 - b. *Occurrence of a negative sick leave balance.*
 - c. *When an employee has accumulated more than 64 hours of sick leave or LWOP In a calendar year. FMLA and other considerations will be accounted for in determining the need of excuses for this employee.*
 - d. *If the supervisor identifies a recent trend, he can request physician documentation of a written reason for the trend with the employee reviewing the information. Sick leave will be given at the supervisor's discretion.*
8. When an employee provides a doctor's excuse from LSUHSC – Shreveport, the employee MUST be registered in the appropriate clinic or service.

9. Probationary employees MAY be required to provide a physician's statement PRIOR to the use of 64 hours of sick leave in a calendar year.

B. Annual Leave

1. The use of annual leave is a benefit offered to the employee at the discretion of the supervisor according to LSUHSC guidelines. The following written policy establishes the conditions for granting of annual leave in the department of Radiology.
2. Annual leave should be schedule in advance at least two (2) weeks. Unscheduled annual leave will be granted with consideration given the circumstances and based on an employee's past attendance record. If staffing demands will not allow the employee to be absent, no annual leave pay will be granted. LWOP will be given in those circumstances in which the employee decides that he/she cannot work because of pressing personal matters; all episodes of this type of behavior will be reviewed for possible disciplinary action.
3. Employees are to be reminded that annual leave may be revoked under extreme circumstances i.e. staffing shortages. **Note: Annual leave will not be granted on a scheduled weekend shift.
4. Employees may switch weekends to be allowed off during their scheduled weekend at the discretion of the employee's supervisor. In addition, the supervisor may consider a scheduled weekend off with annual leave as part of a rewards program, or during a resignation period.
5. NO annual leave scheduled or unscheduled will be paid without appropriate paperwork completed. Failure to do so may result in days off as LWOP.
6. "Application of Leave" forms MUST be submitted upon return to work from unscheduled absences.
7. "Application of Leave" forms for planned absences MUST be submitted in advance when the specific work schedule is posted.
8. An unscheduled absence is defined as any absence which supervisor approval was not obtained forty-eight hours prior to absence. Due to unscheduled absences, an employee may be non-disciplinary removed for the following circumstances.
 - a. When, on the effective date of removal the employee is unable to perform the essential functions of his/her job due to illness or medical disability and he/she has fewer than eight(8) hours of sick leave to his/her credit and his/her job must be performed without further interruption.
 - b. When an employee has more than (9) nine unscheduled absences during any consecutive 26-week period. One unscheduled absence may be any continuous period or minimum five (5) hour period.

9. Absence for a prolonged period of five (5) consecutive days without proper notification is subject to review by Human Resources for possible termination of employment on the basis of job abandonment.

Special Leave/Educational Leave

1. Educational leave for college courses can be granted for enrollment in classes that are pertinent for the work of full-time and nonacademic unclassified staff with approval from the department head and Director of Human Resources. Granted time shall not exceed three (3) hours per week for any one course. Leave for seminars and other educational opportunities will be granted for the time period that is required for these.
2. Educational leave will be granted to staff personnel as staffing demands will allow and in accordance with Administrative Directives and Civil Service rules.
3. Educational leave should be scheduled in advance; if staffing allows, unscheduled leave will be considered.
4. All educational leave is granted by the Director or in his/her absence, the appointed designee.
5. Educational Leave plus hours worked shall not exceed 80 hours per pay period authorized by the Director.
6. Educational leave will be granted to employees based on their current merit evaluation score along with attendance record and department standing. The employees with higher merit scores, better attendance records and or in good standing will be given first preference for educational leave.
7. Special leave is granted to employees without loss of pay, annual or sick leave for the following circumstances
 - a. Summoned to appear as a witness before a court, grant jury, or other public body or commission. Proof of summons shall be required.
 - b. To perform jury duty. Proof of summons shall be required.
 - c. Emergency civilian duty for national defense.
 - d. Determination by Dean or his designee that a local disaster, inclement weather, or other act of God, prevented employees from reporting to work. Personnel who are required by their Department Inclement Weather Plan to work on weather emergency days is NOT excused for any other reason than illness. A doctor's excuse will be required if this occurs, Others who fail to report as scheduled will be considered UNEXCUSED absentees and will receive Leave Without Pay

(LWOP) for the work period and face possible disciplinary action.

- e. Time to vote if unusual or difficult circumstances prevent the execution of this right. Time limits are outlined in the Civil Service Rules.
- f. Civil Service exams or taking a required examination before a state licensing bureau.
- g. National Guard duty or pre-induction physical exam for military service.
- h. Absence from work for seminars and educational programs approved by department Director or his/her designee.

10. Funeral Leave

- 1. Granted to employees without loss of annual leave or sick leave to attend funeral services of an immediate family member which is defined as:

FATHER	HUSBAND
MOTHER	WIFE
STEP-FATHER	MOTHER-IN-LAW
STEP-MOTHER	FATHER-IN-LAW
SISTER	GRANDCHILD
BROTHER	SISTER-IN-LAW
BROTHER-IN-LAW	GRANDPARENTS
CHILD (SON, DAUGHTER or STEP-)	

- 2. Maximum funeral leave granted cannot exceed 16 hours. Funerals within a 100-mile radius are limited to 8 hours.
- 3. Denial of paid leave can result at the Management team discretion based on critical shortages or anticipated shortages of manpower.

11. LWOP (Leave Without Pay)

- 1. Granted to employees who have leave balances, but due to overstaffing, are allowed to go home.
- 2. Will be given to employees for tardiness, exhaustion of leave balances, and for suspensions or disciplinary actions.
- 3. All unauthorized LWOP will be sent to Human Resources for possible disciplinary action.
- 4. Granted to employees who exhaust 64 hours of sick leave in a calendar year and fail to provide a doctor's excuse as specified by policy.

12. FAMILY AND MEDICAL LEAVE ACT (FMLA)

1. Employees are eligible if they have worked at least one year and for over 1,250 hours over the previous 12 months for the LSU System.
2. Provides up to 12 weeks of job-protected leave to "eligible" employees for certain family and medical reasons within a year's time period:
 - a. to care for the employee's child after birth, or placement of adoption or foster care
or
 - b. to care for the employee's spouse, son or daughter, or parent who has a serious health condition
or
 - c. for a serious health condition that makes the employee unable to perform the employee's job
or
 - d. for paternity leave to care for newborn child or spouse
3. If an employee is out on sick leave for more than 3 consecutive days, the supervisor will contact Human Resources on this fourth day to seek advice because eligibility and approval for all FMLA occurrences must be determined by Human Resources.
4. The employee may be required under ordinary circumstances to provide 30 days advance notice if leave is "foreseeable".
5. Employees who are eligible and believe that FMLA is applicable should contact Human Resource Management. If this type of leave were anticipated, notification to the department head would be beneficial in their scheduling personnel.
6. The twelve month period for the entitled twelve weeks begins on the first day Family Medical Leave is taken and ends twelve months later.
7. Leave will be used during FMLA from accumulated balances. Note** Sick leave can only be used if the person filing for FMLA has the illness. Once sick leave is exhausted, then annual leave will be exhausted, then LWOP will be used.

References: LSUHSC Hospital Policy
Administrative Directive 2.2.2
Administrative Directive 2.8.12
TAC policy and guidelines/LSUHSC Hospital Policy

Written: June 2004
Revised: April 2005
Reviewed: May 2006
Revised: September 2009