Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees

**Sick Leave:**
Sick leave with pay may be taken by an employee with sufficient leave to his credit for the following:
A: Illness or injury that prevents performance of work duties.
B: Medical, dental, or optical consultation or treatment.
Sick leave may not be used for the care of other family members or for leave other than listed above. **There is no minimum charge for sick leave. It is to be charged on a hourly basis.**

**Annual Leave:**
Annual leave shall be charged to an employee who is not at his workstation for the day or a period thereof. A workstation will be considered one's office, elsewhere on the university's premises, or another location while representing the university. **There is no minimum charge for annual leave. It is to be charged on a hourly basis.**

**Compensatory Leave:**
Compensatory leave can only be earned in accordance with the attached policy. **Compensatory leave must be earned; it cannot be given.** Earning of compensatory leave must be approved by the supervisor of the employee and the appropriate Vice President or President.

**Leave Reports:**
The Report on Days Worked and Use of Leave shall be submitted electronically on the WebAID system by the 10th of the following month. This report is to be signed by the employee and the supervisor. **Failure to submit this report on a timely basis will result in withholding of the employee's pay for the following month.** The employee's pay will not be direct deposited nor will a check be written until the report has been submitted. Employees will then receive their pay on the next scheduled payroll after receipt of the completed report.

University of Louisiana System Policy and Procedures Memorandum must be followed by all unclassified, non-civil service employees, including faculty.