



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.