

Louisiana State University

Facility Services

Operating Instruction 3803

Revision: 4
Effective Date: September 1, 2026

SUBJECT: SUBMITTAL OF SICK, ANNUAL AND COMPENSATORY LEAVE

I. General

- A. The Facility Services workforce must be adequately staffed at all times to provide timely responses and the expected level of service to the campus community. Accordingly, Facility Services seeks to promote regular employee attendance by balancing the appropriate use of leave with the establishment and enforcement of procedures intended to reduce absenteeism.
- B. This operating instruction establishes procedures for submitting sick, annual, and compensatory leave requests. All other categories of leave, including Family and Medical Leave Act (FMLA), special leave, and maternity leave, will be administered in accordance with Policy Statement 12 (PS-12). PS-12 also establishes university leave policies, defines applicable leave categories, and provides procedures for the administration and use of employee leave.
- C. Rules and procedures governing the use of sick and annual leave in conjunction with Workers' Compensation are outlined in Policy Statement 90 (PS-90).

II. Sick Leave

- A. Employees are encouraged to submit requests for foreseeable sick leave as soon as possible so that departments can maintain adequate staffing levels.
- B. If an employee is unable to report for duty because of illness or injury, the employee must notify their supervisor no later than 30 minutes before the beginning of the employee's scheduled work shift.
An employee who fails to notify their supervisor that they are unable to report for duty because of illness or injury will be placed on unauthorized leave without pay

(ULWOP), unless the employee demonstrates that providing timely notice was medically impossible or impractical.

If an employee uses sick leave for more than two consecutive workdays, the employee may be required to provide written medical documentation before or on the date of their return to work.

- C. Employees who are absent for more than five consecutive workdays must provide the required FMLA certification, including the FMLA-1 form, and a written medical release authorizing their return to work. An employee who fails to provide the required return-to-work documentation may be sent home until the documentation is received.
- D. If an employee is unable to complete a scheduled shift because of illness or injury, the employee must notify and obtain authorization from their supervisor before leaving campus.

Employees may not leave or be absent from their work assignments without proper notification and authorization. Failure to comply may result in the employee being placed on ULWOP, and the absence may be classified as a violation of leave procedures.

III. Annual and Compensatory Leave

- A. For purposes of this section, annual or compensatory leave that is not taken in connection with FMLA is considered discretionary leave.
- B. Approval of discretionary leave is not automatic. A request may be denied or restricted based on operational necessity, staffing requirements, or other legitimate business needs. Supervisors will make every reasonable effort to approve leave requests when operationally feasible.
- C. When multiple leave requests create a conflict with minimum staffing requirements, leave will normally be granted to the employee who submitted the request first. However, supervisors may also consider other relevant factors, including the equitable distribution of leave opportunities among employees.
- D. In accordance with PS-61, employees must exhaust available compensatory leave before using annual leave.

E. Recommended Notice Periods

Employees should submit leave requests in writing according to the following recommended timelines to allow sufficient time for supervisory review:

1. Leave of up to two days, or 16 hours, should be requested at least one full workday before the requested leave date.
2. Leave of three to four days should be requested at least one full work week before the requested leave date.
3. Leave of one workweek or more should be requested at least two full workweeks before the requested leave date.

These timelines are recommendations intended to allow sufficient time for review and to improve the likelihood that a request can be approved. Submitting a request outside the recommended timeframe will not, by itself, constitute a violation of leave procedures. However, approval may be more difficult because of operational needs, staffing requirements, or insufficient review time.

Supervisors may approve requests submitted outside the recommended timeframe at their discretion.

- F. Supervisors are responsible for notifying employees within two working days after receiving a leave request whether the request has been approved or denied. If a request is denied, the supervisor will provide the employee with the specific reason for the denial in writing.
- G. An employee who fails to report to work after a leave request has been denied will be considered absent without authorization, placed on ULWOP, and may be subject to disciplinary action.

IV. Leave of Absence Without Pay (LWOP)

- A. Requests for a leave of absence without pay (LWOP) will be considered and administered in accordance with PS-12.

v. Unauthorized Leave Without Pay (ULWOP)

- A. An employee who requests leave, does not receive approval, and fails to report to work will be placed on ULWOP.

An employee who is absent from their assigned work area without prior approval may be placed on ULWOP for the period of the unauthorized absence.

Employees placed on ULWOP may be subject to disciplinary action, up to and including termination.

VI. Responsibility

A. Employees

Employees are responsible for notifying their supervisors of leave needs in a timely manner to minimize disruptions to services provided to the campus community.

Employees must provide all required documentation and remain informed of their leave balances, leave usage, and whether they may be at risk of having leave restrictions or sanctions imposed.

Employees are encouraged to provide appropriate documentation supporting unplanned leave usage.

B. Supervisors/Managers

Supervisors and managers are responsible for:

1. Documenting scheduled annual and sick leave usage;
2. Documenting violations of leave procedures;
3. Monitoring and identifying patterns or trends in leave usage; and
4. Monitoring an employee's progress, or lack of progress, in improving attendance.

Examples of potentially concerning leave-use patterns may include:

1. Calling in sick immediately before or after scheduled leave;
2. Repeated Monday or Friday absences;
3. Calling in sick after a request for annual leave has been denied; or
4. Other indicators of possible leave abuse.

VII. Discipline

- A. Facility Services will administer discipline in accordance with Policy Statement 08 (PS-08) to address absenteeism and violations of leave procedures and to support workforce productivity.

The purpose of disciplinary action is to reduce violations of leave procedures, improve employee attendance, and encourage employees to use unplanned leave only when reasonably necessary and in accordance with applicable university policies and departmental procedures.

VIII. References

The following LSU policy statements are incorporated into or referenced by this operating instruction:

A. Policy Statement 08 (PS-08)

Establishes procedures and standards relating to employee discipline.

B. Policy Statement 12 (PS-12)

Establishes university leave policies, defines applicable leave categories, and provides procedures for the administration and use of employee leave.

C. Policy Statement 61 (PS-61)

Establishes policies concerning compensatory time, including the requirement that available compensatory leave be exhausted before annual leave is used.

D. Policy Statement 90 (PS-90)

Establishes policies and procedures concerning Workers' Compensation, including the use of sick and annual leave in connection with a work-related injury or illness.

Employees and supervisors are responsible for consulting the most current versions of these policy statements. If a provision of this operating instruction conflicts with an applicable university policy, the university policy will govern.