



HUMAN RESOURCES

Time and Attendance Policy

POLICY Number: B-006

10 May 2013

1. **AUTHORITY:** Director of State Civil Service (SCS) as contained in La R.S. 36:54.
2. **REFERENCES:** Federal and State Laws and the Civil Service Rules. SCS Policy B-007 (Online Leave Request and Approval Policy).
3. **PURPOSE:** Establishes hours of duty, leave request procedures, and attendance and leave recording methods for employees of the department.
4. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service.
5. **DEFINITIONS:**
 - A. **Annual Leave** is leave with pay granted to an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, or transaction of personal affairs.
 - B. **Leave without Pay** means time off from work without pay granted by an appointing authority or imposed by an appointing authority for an unapproved absence.
 - C. **Sick Leave** is leave with pay granted to an employee who is suffering from an illness or disability which prevents him from performing his usual duties and responsibilities or who requires medical, dental, or optical consultation or treatment.
6. **POLICY:** It is the Director's policy that State Civil Service shall require procedures for time attendance and leave recording.

7. PROCEDURES:

A. GENERAL

1. Annual and sick leave requests may be submitted through the LEO system or on a Standard Form (SF)-6: Application for Leave. Requests through the LEO system shall be completed in accordance with SCS Policy B-007, Online Leave Request and Approval Policy.
2. Requests for all other leave types must be submitted on the SF-6: Application for Leave.
3. The official workweek for full-time employees is Monday through Friday, 40 hours per week, 8 hours per day. Business hours are 8:00 am to 4:30 pm. Each Division must ensure coverage during these hours.
4. Employees may be authorized to work flex-time schedules within the guidelines below:
 - Core hours when all workers must be present are 9:00 am to 3:30 pm. The earliest an employee may begin working is 7:00 am and the latest an employee may work is 6:00 pm.
 - The minimum lunch period is 30 minutes. Lunch breaks should be taken between the hours of 11:00 am and 2:00 pm. Lunch breaks are uncompensated and are not counted as hours worked.
 - Examples of possible flex-time schedules:
 1. 7:00 am to 3:30 pm w/ 30 minute lunch
 2. 7:00 am to 4:00 pm w/ 60 minute lunch
 3. 8:00 am to 4:45 pm w/ 45 minute lunch
 4. 9:00 am to 5:30 pm w/ 30 minute lunch
5. Employees must record and certify the accuracy of their hours of work and leave on an official time and attendance sheet. The employee's immediate supervisor and department head or designee must also certify the accuracy of the time and attendance sheets.
6. Leave balance reports for employees transferring from SCS to a Non-LaGov HCM agency will be prepared by the Fiscal Section, certified by the Director or designee and sent to the gaining agency. For historical purposes, leave data for these employees will be stored in the LaGov HR System.

7. Each employee can review leave balances on the LA Employees Online (LEO) (<https://leo.doa.louisiana.gov/irj/portal>). Questions regarding posted leave balances should be directed to the Fiscal Section.

B. ANNUAL LEAVE

1. Supervisors are authorized to grant annual leave to their employees for periods not to exceed four (4) consecutive weeks. Requests for annual leave for longer periods must be referred to the Director or designee.
2. Supervisors may deny a request for annual leave when they deem that granting the request would hamper the operation of the division or section.
3. Annual leave must be requested and approved in advance, except in bona fide emergency cases.
4. Subject to Civil Service Rules, the Director reserves the authority to require employees to take annual leave when it is deemed to be in the best interest of the employees and/or the department.
5. Annual leave will be charged in increments of one-half hour.

C. SICK LEAVE

1. Sick leave may be used for the employee's own:
 - Medical, dental or optical appointments, consultations or treatments.
 - Illness or injury which prevents the employee from performance of duties.
2. Supervisors are authorized to approve requests for sick leave for periods not to exceed four (4) consecutive weeks. Requests for sick leave for longer periods must be referred to the Director or designee.
3. Requests for use of sick leave should be made as early as possible. For scheduled appointments, requests should typically be made in advance. When an unexpected illness or injury will prevent the employee from reporting to work as scheduled, the employee must notify the supervisor as early as possible, but no later than the employee's scheduled report time.

4. When an employee exhausts sick leave or is about to exhaust it, the Fiscal Section will notify the employee's supervisor immediately. Any leave taken after sick leave has been exhausted must be approved by the supervisor.
5. Sick leave will be charged in increments of one-half hour.

D. MILITARY LEAVE:

Requests for Military Leave must be made on the SF-6: Application for Leave and accompanied by official orders.

E. LEAVE WITHOUT PAY:

1. Request for Leave without Pay must be made on the SF-6: Application for Leave.
2. Request for Leave without Pay in excess of 40 hours must be referred to the Director.

F. COMPENSATORY LEAVE:

1. The LaGov HCM System will automatically exhaust an employee's compensatory leave balance before reducing annual leave balances. Therefore, requests for the use of earned compensatory leave shall be handled as annual leave requests and will be charged in multiples of one-half hour.
2. Refer to Policy B-019, Pay Administration, for compensatory time earning rates for exempt and non-exempt employees.

G. TARDINESS:

Tardiness will result in a charge of leave without pay unless the supervisor chooses to grant a request for use of annual leave to cover the period of absence.

H. MATERNITY LEAVE:

The Department will comply with Civil Service Rules, and State and Federal Laws.

1. Requests for maternity leave must be made on SF-6: Application for Leave.

2. An employee may be granted up to 12 weeks of maternity leave, of which no more than 6 weeks can be sick leave, unless there is a medical reason certified by the attending physician.
3. Additional leave beyond that which the doctor certifies as medically necessary may be granted when applied for and approved in advance.
4. All or part of an employee's maternity leave of absence may run concurrently with the Family and Medical Leave Act (FMLA). Refer to Policy B-018, Family and Medical Leave Act, for additional information regarding FMLA.

I. FUNERAL LEAVE

1. Funeral Leave shall apply to all employees as outlined in Civil Service Rules. Annual leave may be requested for funerals not covered by Civil Service Rules.
2. All requests for funeral leave must be made on the SF-6: Application for Leave and list the relationship of the employee to the deceased. The leave request must be submitted to the Division Administrator and the Director or designee for approval.

J. FAMILY AND MEDICAL LEAVE (FMLA)

1. The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 weeks during a 12 month period for the following qualifying events:
 - Birth and care of the employee's child,
 - Placement with the employee of a child for adoption or foster care,
 - Care of an immediate family member (spouse, child, parent) who has a serious health condition,
 - For the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job.
2. The Family and Medical Leave Act provides up to 26 weeks of Military Caregiver Leave during a 12 month period to care for a covered service member with a serious injury or illness.
3. All requests for FMLA leave must be submitted on the SF-6: Application for Leave and approved in accordance with SCS Policy B-018, Family and Medical Leave (FMLA) Policy and may run concurrently with an employee's paid annual and/or sick leave.

K. OTHER LEAVE:

Any requests for other types of leave, including civil leave, special leave for office closure or act of God must be submitted to the Director for approval on a SF-6: Application for Leave.

- 8. EXCEPTIONS:** The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations and/or state and federal laws.

Director