

**University of New Orleans
Sick and Vacation Leave
Policies, Procedures and Accrual Schedules**

Sick Leave

Sick leave is leave with pay granted to an employee who is suffering with a disability as a result of an accident, illness or childbearing that prevents the employee from performing usual duties and responsibilities or who requires medical, dental, or optical consultation or treatment. **Detailed information regarding this policy can be found in the Staff Handbook. It is the employee's responsibility to familiarize himself/herself with this policy.**

Sick Leave for All Employees

(No limitations/maximum for earning SICK leave)

Year of Service	Accrual Rate
Less than 3 Years	8 hours per month
3 yrs but less than 5 yrs	10 hours per month
5 yrs but less than 10 yrs	12 hours per month
10 yrs but less than 15 yrs	14 hours per month
15 yrs and above	16 hours per month

Vacation Leave

Vacation leave is leave granted to an eligible employee for the purpose of rehabilitation, restoration, and maintenance of work efficiency, or transaction of personal affairs. **Detailed information regarding this policy can be found in the Staff Handbook. It is the employee's responsibility to familiarize himself/herself with this policy.**

Vacation Leave for Employees on an Academic/Fiscal Appointment

(*Employees with less than 10 yrs of State service have a 176 hour limit.)

(Part-Time employees above 50% earn leave in proportion to their percent of effort)

LSU Schedule			Civil Service Schedule	
Years of Service	Monthly Accrual	Maximum Leave	Monthly Accrual	Maximum Leave
0-3 yrs	14 hours	176*	8 hours	No Limit
3-5 yrs	14 hours	176*	10 hours	No Limit
5-10 yrs	14 hours	176*	12 hours	No Limit
10-15yrs	14 hours	No Limit	14 hours	No Limit
15 + yrs	16 hours	No Limit	16 hours	No Limit

**Sick and Vacation Leave
Policies, Procedures and Accrual Schedules Continued**

Civil Service Employees (Classified)

Civil Service employees *must* earn leave according to the CIVIL SERVICE ACCRUAL SCHEDULE. Sick and Vacation leave is accrued for each hour **in a paid status**. The rate at which an employee accrues leave is based upon his/her years of State service. Years of service is calculated as follows:

Years of Service	Service Hours	Civil Service Hourly Rate (SCK & VAC)
0-3	0 - 8,759	0.0461
3-5	8,760 - 14,599	0.0576
5-10	14,600 – 29,199	0.0692
10-15	29,200 – 43,799	0.0807
15 +	43,800 +	0.0923

Use the following steps to calculate your leave accrual.

Multiply your HOURS IN A PAID STATUS X HOURLY ACCRUAL RATE.

Example: (40 hours per week X .0461) = 1.844 of accrued leave per week.
 Multiply 1.844 X 2 to determine leave accrual per pay period.
 Multiply 1.844 X 4 to determine leave accrual per month.

Unclassified (Fiscal and Academic)

New Academic employees on fiscal appointments and Unclassified employees who are eligible to earn leave must choose between two **Annual Leave** accrual schedules. Please see *Annual Leave Accrual Election* form. All employees earn sick leave in accordance with the Civil Service leave accrual schedule. The rate at which an Unclassified employee accrues leave is based upon his/her years of State service, percent of effort and the leave schedule in which he/she elects. *An employee electing the LSU Schedule accrues leave at a higher rate **and** for the first 10 years of service is limited to a 176 hour Vacation Leave Maximum. An employee electing the Civil Service Schedule accrues leave at a lower rate with no Vacation Leave Maximum.*