

**Business Office
Processes and Procedures
Manual**

2023-2024

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Websites

[School of Music](#) - Faculty and Staff Resources

[School of Theatre](#) - Faculty and Staff Resources

Workday

Workday is LSU's administrative system for financial, payroll and human resources processes. From this site you will find a variety of resources and frequent updates.

If you are new to Workday, an overview video is available at uiswcmsweb.prod.lsu.edu/training/employee/. This overview introduces a user to Workday's way of handling a few basic activities, including time entry. A wealth of other training videos and job aids are also available on this site as well.

PM-11: Outside Employment

[Permanent Memorandum 11](#) is the policy that governs outside employment by LSU employees, and the methods by which they disclose such employment for administrative review and approval. The policy covers direct employment with any non-university employer, contracts for consulting or other professional services, and any self-employment or operation of a business.

PM-11 applies to all LSU faculty and staff, including those who are on summer, or intersession break for any activity for which they receive compensation, including travel supplements, stipends or honoraria. This also includes any visits to foreign universities that are supported, in whole or part, by the host institution.

Effective **June 3, 2019**, all LSU A&M employees will use GeauxGrants to submit disclosures of outside employment (PM-11) and route them for administrative approvals.

Step-By-Step Guides

The following PDF guides provide instruction in to how to submit and review PM-11 disclosures.

- Employees: [How to Submit a PM-11 Disclosure](#)
- Administrators: [How to Review a PM-11 Disclosure](#)
- [PM-11 Frequently Asked Questions](#)

LaCarte

Policies & Procedures

- [PM-78 LaCarte Card Program Policy](#)

AS Forms

- [AS700: LaCarte Enrollment](#)
- [AS701: LaCarte Agreement](#)
- [AS701-R: LaCarte Renewal Agreement](#)
- [AS702: LaCarte Maintenance](#)
- [AS703: LaCarte Transaction Log](#)
- [AS704: LaCarte Disputed Item](#)

Pull LaCarte charges in Workday:

1. View Charges: Choose One; A, B, or C

A. *View from Email, shows only previous weeks charges:*

1. Use the [Click Here to view the notification details](#) to view weekly charges.
2. Transaction emails can also be accessed by:
 - a. Login to workday at <https://workday.lsu.edu> using your MyLSU login and password.
 - b. Click on the bell in the upper right-hand corner.
 - c. New Credit Card Transactions will populate in the left menu.

B. *View NEW CHARGES from Workday:*

1. Login to workday at <https://workday.lsu.edu> using your MyLSU login and password.
2. Click on the Expenses widget.
3. From the Expenses menu, select Expense Transactions.
4. Click the Transaction Status empty box and select New.
5. Click the OK button on the bottom left.
6. All NEW charges will be viewable.

C. *View ALL CHARGES from Workday:*

7. Login to workday at <https://workday.lsu.edu> using your MyLSU login and password.
8. Click on the Expenses widget.
9. From the Expenses menu, select Expense Transactions.
10. Click the OK button on the bottom left.
11. All charges will be viewable including PAID, PENDING and NEW.

2. Copy all transaction you will be submitting over to the LaCarte Transaction Log; AS703

A. Example attached.

3. PDF AS703 and receipts, including any additional backup documentation and justification, into one document and email to me; mfay@lsu.edu.

Disputed Items

- The cardholder should always contact the merchant first to try to question/resolve the purchase. The cardholder should obtain formal documentation from the merchant to serve as proof of his/her attempt to question/resolve the matter. The formal documentation should consist of names, dates, and times of when the merchant was contacted. The bank will not accept a dispute without the formal documentation.
- Absolutely no transactions can be disputed **after 60 days** of the transaction date. The bank will **NOT** accept the dispute.



optional for cardholder records

Louisiana State University
Office of Accounting Services
Accounts Payable & Travel
217 Thomas Boyd Hall

LACARTE TRANSACTION LOG

AS703

BF Lacarte # Fay-09/07/16

Cardholder Name Melissa Fay

Default Account # PG001548

Activity Month September

Date	Merchant	Purchase Description	Receipt(s) enclosed		Reconciled	
			Amount	Budget	Reallocated	
09/01/16	Walmart	Painters Tape	50.00	Sets-Noises Off		
09/02/16	JoAnn's	Material	150.00	Costumes-Noises Off		
09/02/16	Amazon	DVD's	50.00	Class- THTRXXX		
Total amount from additional pages						
TOTAL			\$250.00			

Approved by
Melissa Fay
Authorized Signature

Date _____

Travel

Prior to Travel

1. Fill out a [Request to Travel](#) (Theatre) [Request to Travel](#) (Music) form.
 - a. [Pocket Travel Guide](#), for per diem amounts.
 - b. Submitting auto-routes to Kristin/Melissa for approval
 - c. Once approved, Melissa initiates a Spend Authorization
 - d. You, the traveler, approve the Spend Authorization
2. Once approved, Travel arrangements can be made.
 - a. Flights on Christopherson Travel
 - b. Car Rental through Enterprise.
 - c. Hotels can be made through the avenue of your choice
 - d. Retain all itemized receipts with the exception of Meals. Meals are paid on a per diem basis. DO NOT PAY ON LACARTE.
 - e. LaCarte cannot be used to pay for gas on a personal vehicle.

Post Travel

1. [Travel Reimbursement Request](#) (Theatre) / [Travel Reimbursement Request](#) (Music)

In-State Vehicle Rentals

The State has contracted with Enterprise, National & Hertz for all in-state vehicle rentals. Usage of the contract is mandatory for university employees. It is the traveler's discretion which rental company is utilized. Please see the AP & Travel website for FY23 Rental Vehicle Rates and the Vendor's Reservation Links. For Enterprise and National reservations, employees should select their respective campus when making reservations. Only the rental of a compact or intermediate model is reimbursable unless non-availability is documented, or the vehicle is used to transport more than two individuals. It is the Refer to PM-13 for more information on rates and to determine the insurance coverage that is reimbursable.

Out-of-State Vehicle Rentals

The State has contracted rental vehicles for out-of-state travel, excluding international travel, utilizing the State of Louisiana's Out-of-State Contracts, which use is mandatory for university employees. The participating vendors include Enterprise, National and Hertz. It is the traveler's discretion which rental company is utilized. All University employees are required to use these contracts due to exceptional pricing which includes CDW / (Collision Damage Waiver) and one-million-dollar (\$1 million) liability insurance. All nonemployee students, University guests, and contractors are encouraged to utilize the out-of-state contracts which include one-million-dollar (\$1 million) liability insurance. However, if the out-of-state contracts are not used by non-employee students, University guests, and contractors are encouraged to purchase insurance when they are renting a vehicle. See Out-of-State Contract Vehicle Rental Rates on the Accounts Payable and Travel website. The corporate account number will be required to obtain the State of Louisiana contract rate.

Receipt Requirements

Itemized receipts are required for all travel expenses except for the following:

1. Buses, subway and streetcar/trolley fares \$10 or less daily.
2. Non-local parking, fares and tolls \$5 or less per transaction.
3. Meal Per Diem within State-allowed rates.

Luggage Charges

Luggage charges from airlines may be reimbursed, with a receipt, for the 1st checked bag for a business trip of 5 days or less and for a 2nd bag for a 6–10-day business trip and/or additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate the luggage charges. Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:

1. When traveling with heavy or bulky materials or equipment necessary for business.
2. The excess baggage consists of organization records or property.

Parking

1. B.R. airport parking is \$4.50/day, receipt required. Parking Certificate and University ID required.
2. Options for the New Orleans airport parking are Surface Lot \$18/day, Airline Economy Garage \$12/day or US Park's lot \$14/day, receipt required.
3. Other parking (not listed above), ferry fares, & road/bridge tolls for each transaction over \$5.00 a receipt is required.

Prior Written Approval Requirements

Prior written approvals are required for certain travel expenses, please refer to PM-13, University Travel Regulations, as well as Appendix B for the specific approval authority.

Before any travel arrangements are made or paid, travelers are required to obtain the prior approvals using the appropriate travel/Spend Authorization in Workday or travelers may be at risk of not being reimbursed.

Meals & Incidental (M&IE) and Routine Lodging Reimbursement Schedule

Meals Area	B	L	D	IE	Total	1st/Last Day
48 Continental United States, including District of Columbia	GSA Rate					
Alaska, Hawaii, & U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan)	17	18	34	5	74	55.50
International	U. S. Department of State					
Reimbursements for 1 st & last day of travel must not exceed 75%						

Routine Lodging Reimbursement Schedule

Lodging Area	Routine
48 Continental United States, including District of Columbia	GSA Rate
Baton Rouge – Lod Cook only	116
Alaska, Hawaii, & U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan)	175
International Cities	U. S. Department of State

GSA (General Services Administration):

- Lodging, Meals & Incidental Expenses (M&IE)
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

U. S. Department of State:

- Lodging, Meals & Incidental Expenses (M&IE)
https://aoprals.state.gov/web@20/per_diem.asp
- Breakdown of Daily Meal Rates
https://aoprals.state.gov/content.asp?content_id=114&menu_id=75

NOTE: The above listed links are also available on the Accounts Payable and Travel website.

LSU

LOUISIANA STATE UNIVERSITY

FY 23-24 Travel Orientation Brochure



This brochure provides a general overview of LSU's travel rules and regulations. Refer to PM-13, University Travel Regulations, for the complete set of travel rules and regulations.

Office of Accounting Services Accounts Payable & Travel

Thomas Boyd Hall
Baton Rouge, LA 70803-2901
Phone (225) 578-1550 Fax
(225) 578-2052

State-contracted Travel Agency Christopherson Business Travel

Toll Free (800) 961-0720
E-mail: StateLAUniv@CBTravel.com

24-hr Emergency Service
(800) 961-0720
(After 7 pm and on weekends)

Rev 07/23

University Travel

The purpose of this brochure is to provide a general overview of PM-13, University Travel Regulations, and to educate employees who travel on university business. Employees are encouraged to visit the Accounting Services website at <https://www.lsu.edu/administration/ofa/oas/>, click Department then click Accounts Payable (AP) & Travel, Travel, Policies and Procedures to obtain the most current version of PM-13 to review the complete set of travel rules and regulations as well as any other forms or policies related to travel. Failure to comply with regulations can result in non-reimbursement of travel expenses.

University policies mandate that all airfare is purchased through the state-contracted travel agency, **Christopherson Business Travel**. Lowest logical fares must be purchased from the state-contracted travel agency unless approval has been granted **prior to travel** to purchase the airfare from an alternate agency, resulting in a 10% cost savings amounting to at least \$100, not including the service fee. Requests for an exception to use an alternate travel agency or to purchase airfare from a web vendor should be sent to the person who has been delegated this authority on your campus (see PM-13, Appendix B) for consideration prior to purchasing any airfare. All pertinent documentation should be attached to the request. A written response via e-mail granting or denying the exception request will be provided.

Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changes or cancellations. If the traveler's schedule changes resulting in a penalty and additional cost to change the ticket, the University will reimburse the penalty incurred when the change or cancellation is required by the University or due to other unavoidable situations approved by the person who has been delegated this authority on your campus (see PM-13, Appendix B). Certification of the requirement for the change or cancellation by the traveler's Department Head/supervisor is required on the travel expense reimbursement request.

International airfares available from other sources may be less expensive than fares available from the state-contracted travel agency. Once an employee has been granted approval to travel internationally, the employee is free to either: 1. Book airfare through the state-contracted travel agency; or 2. If an employee seeks and finds a lower fare available from a source other than the state-contracted travel agency, the employee must obtain from the outside source a copy of the proposed itinerary and the complete cost. This information must be provided to the state-contracted travel agency for review. The agency will determine if the airfare can be matched or beat and, within 24 hours, a response will be provided to the traveler and Associate Director, LaCarte & Travel. If the fare can be matched or beat, the ticket must be purchased from the state-contracted travel agency and an exception request will not be approved. If the travel agency cannot match the price, the travel agency will indicate via e-mail that the itinerary cannot be matched. This approval must be attached to the Travel Expense Report to obtain reimbursement of the cost of the ticket. If no response is received within the 24-hour period, the airfare can be purchased by the traveler (e-mail must be attached to the reimbursement/payment request).

Employees must use caution when purchasing tickets from sources other than the state-contracted travel agency, particularly restricted fares, many of which cannot be changed. The state-contracted travel agency will not be available to help with changes, cancellations, or other needs when a ticket has not been purchased through their office. It will be the responsibility of the employee to ensure the ticket meets their needs and to make changes, cancellations, etc. after the ticket is purchased. Any fees associated with changes or cancellations are also the responsibility of the employee.

LaCarte Card Program

Employees who travel on university business are encouraged to participate in the LaCarte Card Program since the program allows for payment of business travel expenses. However, meals and personal incidental expenses are not allowed on LaCarte. The single purchase limit for travel is \$5,000 (monthly limit of \$40,000). When LaCarte is used for payment of business travel expenses, all original itemized receipts must be submitted. Meal per diem will be reimbursed upon completion of the trip once the traveler submits the Expense Report. For information regarding enrollment in the LaCarte Card Program, please contact Accounts Payable at 578-1550.

Christopherson Business Travel

Christopherson Business Travel (CBT) is the contracted travel agency. The contact information for CBT is as follows:

Phone: 800-961-0720

Email: StateLAUniv@CBTravel.com

Online support phone: 888-535-0179

Email: OnlineSupport@CBTravel.com

Summary of pertinent information:

1. Christopherson Business Travel's normal business hours are 7 am to 7 pm CST Monday - Friday. Online Support normal hours of operation are 8 am to 7 pm CST Monday - Friday.
2. The agent-assisted transaction fee is \$24.00 for Domestic and \$31 for International.
3. Christopherson Business Travel should be used for university business travel only.
4. Any calls made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-hours services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

All employees are encouraged to use the **CBT Concur Online Booking System** for travel bookings. The system link is located on www.lsu.edu under Travel Resources. As employees log into www.lsu.edu and click the link, the AirPortal's Header Screen will be displayed with the employee's name listed in the upper right-hand corner. For bookings, employees must click "Book Travel/Manage Online Trips," located on the left-hand side of the screen, to be taken into the Concur system. The online booking fee is \$7.00. An HR integration was created to provide Christopherson with basic demographic information for active LSU employees, including employed graduate students, to create profiles. Profiles will be created in the CBT Concur Online Booking System as employee HR records are approved and in an active status.

Travel Reimbursement Rates

Meals & Incidental Expense (M&IE) and Lodging: No receipts required for Per Diem Meals and incidental expenses. Itemized receipts are required for lodging. Any meals included in the registration fee for a conference/convention must be excluded from the daily meal allowance. See **Meals & Incidental Expense (M&IE) and Routine Lodging Reimbursement Schedules** on the back of this brochure for reimbursement rates.

Eligibility for Reimbursement of Meals & Incidental Expense (M&IE) and Lodging:

- A. Single Day Travel - Meals are not eligible for reimbursement on single day travel. However, the Department Head/designee will be allowed to authorize single day meal reimbursements on a case-by-case basis. Any such reimbursements must be considered taxable income to the employee. The traveler must be in a travel status for a minimum of 12 hours but less than 24 hours (no overnight stay). The maximum allowance for meal reimbursement for single day travel is 75% of the M&IE rate for the travel destination.
- B. Incidental Expenses include:
 - Domestic – tips for valet, porters, baggage carriers, hotel staff, and complimentary shuttle services
 - International – laundry/dry cleaning services and tips for valet, porters, baggage carriers, hotel staff, complimentary shuttle services
- C. Alcohol – Reimbursement for alcohol is prohibited.

Travelers may be reimbursed for **conference lodging** at actual rates in accordance with PM-13. Travelers must provide documentation designating the official conference hotel and nightly rate.

Hotel State Sales Tax Exemption

Employees are encouraged to seek hotel sales tax exemption by use of the **R-1376 "Governmental Employees Hotel Lodging Sales/Use Tax" exemption form** located on the AP & Travel website at <http://www.lsu.edu/administration/ofa/oas/acctpay/> when traveling in-state on official university business.

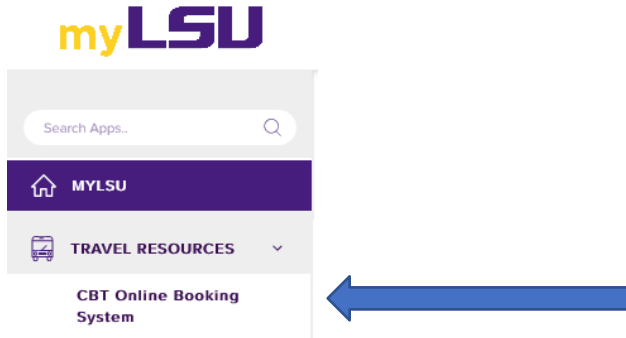
For all hotel lodging, including ~~Airbnb~~, only the first night's lodging can be prepaid to secure the reservation. Lodging should not be prepaid in total; payment should be made at checkout.

Mileage

Mileage is based on the General Services Administration (GSA) mileage rate found at: <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-vehicle-mileage-rates>. Documentation required is a web-site mileage calculator or beginning and ending odometer reading. Trip odometer reading is not acceptable documentation.

Christopherson Travel

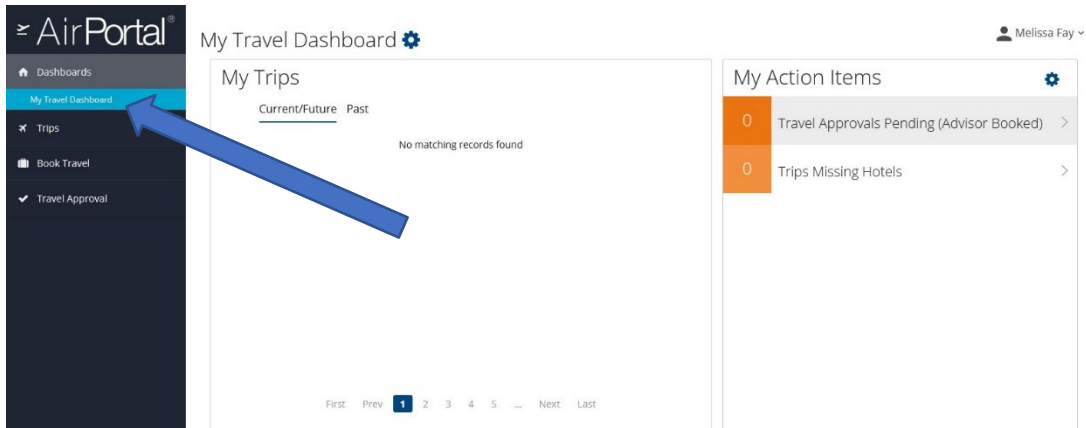
1. To access the Christopherson Business Travel site you can click [CBT Online Booking System](#), or Go through myLSU > Travel Resources > CBT Online Booking System



- Once login you will land on the Travel Dashboard (will contain all your information about current and upcoming travel. To view past travel you can select the past button.)
2. When logging on for the first time, click the dropdown to the right of your name in the top right corner. A lot of this information will be auto populated. Please check to see if it's correct and all required fields are filled in.
 - Name must match your ID
 - Save at the very end
 - Work/Home address are optional
 - Work/Home/Cell number required
 - Email address will populate.
 - you can add an email address for Melissa Fay, so your Business Manager can be copied on all your invoices for Expense Reports.
 - Travel Preferences - not required, but they do have preferred feature options:
 - seating options, meal requests, preferred departure airport, medical needs, hotel preferences, car rental preferences, Frequent Traveler Programs, etc.
 - TSA Secure Flight
 - Required: Gender (M/F options only), DOB
 - Add Passports

Credit Cards:

 - This is where you want to put your LaCarte card, or personal card, and you will need to designate what it will be used for

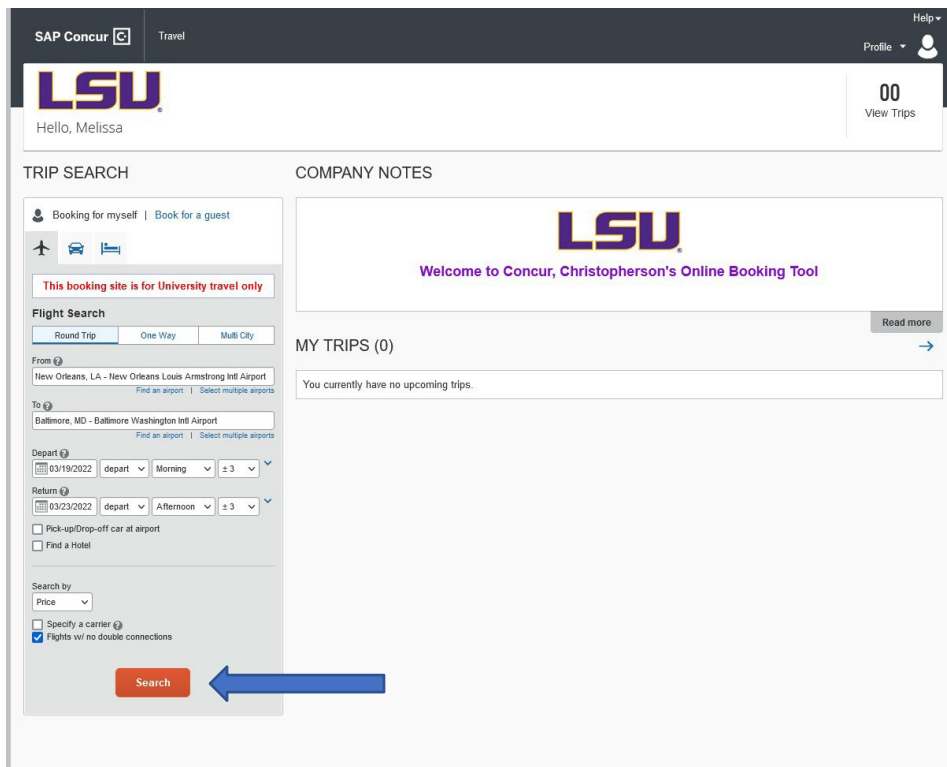


1. Informational Page

Left search features are like any other online travel booking tool

Keep an eye on Checked box, Flights with no double connection

- From here you can begin booking your flights and it is very user friendly.



SAP Concur Travel

Profile

Travel Trip Library Templates Tools

Trip Summary

Select Flights
Round Trip
MSY - BWI
Depart: Sat, 03/19/2022
Return: Wed, 03/23/2022

Finalize Trip

Change Flight Search

Depart - Sat, Mar 19

Return - Wed, Mar 23

Price: \$313.07 - \$744.15

Display Settings

NEW ORLEANS, LA TO BALTIMORE, MD
SAT, MAR 19 - WED, MAR 23

Show as USD

Show matrix Print / Email

Shop by Fares Shop by Schedule

Please note: search results are based on your selected criteria and other factors including company policies. Fare, schedule or availability information may not be complete or in neutral order.

Flight Number Search Sorted By: Price - Low to High

Displaying: 95 out of 95 results. Previous | Page: 1 of 10 | Next | All

Southwest	06:05a MSY → 09:35a BWI	Nonstop	2h 30m	\$313.07	View Fares
	01:20p BWI → 03:15p MSY	Nonstop	2h 55m		
Preferred Airline for LSU / Least Cost Logical Fare					
Southwest!	06:05a MSY → 09:35a BWI	Nonstop	2h 30m	\$317.58	View Fares
	12:50p BWI → 05:00p MSY	1 stop	5h 10m		
Preferred Airline for LSU					
Southwest	06:05a MSY → 09:35a BWI	Nonstop	2h 30m	\$322.08	View Fares
	04:45p BWI → 11:40p MSY	1 stop BNA	7h 55m		
Preferred Airline for LSU					



SAP Concur Travel

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	01:20p BWI → 03:15p MSY	Nonstop	2h 55m		
Preferred Airline for LSU / Least Cost Logical Fare					
DEPART ✕ Sat, Mar 19 - New Orleans, LA to Baltimore, MD					
RETURN ✕ Wed, Mar 23 - Baltimore, MD to New Orleans, LA					
Fare Options					
Wanna Get Away (G)	Free Checked Bags	Refundable			
Rules Benefits/Services	2	No	✓	\$313.07	View Fares
Anytime (G)	2	Yes	⚠	\$377.23	View Fares
View more fares					



SAP Concur Travel Profile

Travel Trip Library Templates Tools

Trip Summary

Flights Selected

Round Trip
MSY - BWI
Depart: Sat, 03/19/2022
Return: Wed, 03/23/2022

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ **Sat, Mar 19** - New Orleans, LA to Baltimore, MD Hide details ^

Sat, Mar 19 06:05a MSY → 09:35a BWI 2h 30m Southwest 4025
Boeing 737-800 (winglets)

RETURN ✕ **Wed, Mar 23** - Baltimore, MD to New Orleans, LA Hide details ^

Wed, Mar 23 01:20p BWI → 03:15p MSY 2h 55m Southwest 736
Boeing 737-800 (winglets)

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. [e](#)

Primary Traveler [Edit](#) | [Review all](#)

Name: Melissa Roper Fay **Phone:** 225-578-8594 **Email:**

Frequent Flyer Programs [Add a Program](#)

For Southwest

SEAT ASSIGNMENT

Pre-reserved seats are not available for this flight.

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$264.44	\$48.63	\$313.07
Total Estimated Cost:		\$313.07	
Total Due Now:		\$313.07	

SELECT A METHOD OF PAYMENT

How would you like to pay?

[Edit](#) | [Add credit card](#)

* Indicates credit card is a company card

⚠ This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

Back
Reserve Flight and Continue
←

[Mandatory Employee Training](#)

[Cybersecurity Awareness Training](#)

***Completion required upon employment only**

Today's technology has advanced our lives and work environments with instant communication and access to information. However, these conveniences also introduce new risks and threats. It has become much simpler to carry out cyber-attacks to steal information, take control of systems, and more. LSU is committed to educating and protecting its community against these malicious threats.

[The Louisiana Code of Governmental Ethics, Louisiana Board of Ethics](#)

***Required annually (every calendar year). Deadline for completion is December 31 at 11:59pm.**

In response to Louisiana Revised Statute 42:1170, all public employees are required to complete one hour of [training on the Code of Governmental Ethics](#) each calendar year. This online training course is located on the Ethics Board website. Upon completion, the employee will be provided with a certificate that documents the completion of the course.

According to the statute, failure to comply with the requirements of training constitutes a violation of the Ethics Code. Any public employee who is found to have violated any provision of any law within the jurisdiction of the Ethics Board can be removed, suspended, or ordered to have a reduction in pay or demotion by the Ethics Board. The board can also impose a fine of not more than ten thousand dollars, or both.

[Power-based Violence Prevention & Response Training](#)

***Required annually (every calendar year). Deadline for completion is September 30 at 11:59pm.**

LSU's Title IX Training satisfies the training requirements outlined in both the 2012 Louisiana Senate Concurrent Resolution 107, which requires one hour of sexual harassment training, and in Title IX of the Educational Amendments of 1972, which requires training on sexual misconduct prevention. In the course, you will learn about your role as a mandatory reporter and review example scenarios to check for understanding.

After completing the e-course, you will be able to print out a certificate of completion for your records. Please save a copy for your personal records, as well as forward a copy to your department's HR Contact for reporting and compliance, if applicable. However, it is your responsibility to keep track of your individual certificate.

[Digital Resource and Content Accessibility Awareness Training](#)

***Required annually (every calendar year). Deadline for completion is December 31 at 11:59pm.**

To satisfy [the federal requirement](#), LSU has created the e-course, Digital Resource and Content Accessibility Awareness. This course will teach employees about the federal statutes and institutional policy governing digital resource and content accessibility, and the tools available to ensure the proactive accessibility of digital resources and content.

After completing the e-course, you will be able to print out a certificate of completion for your records. Please keep this certificate and follow your department's instructions for reporting and compliance.

LSU Leave Policy

PS-12, Leave Guidelines for Academic, Professional and Classified Employees, was designed to define the various leaves of absence policies and procedures in order that the granting of leave and the maintenance of records may be accomplished in accordance with University and Civil Service regulations.

General Policy

Employees shall not absent themselves from their duties without proper authorization. It is the responsibility of the department head or his/her designee to receive and review requests for all leaves of absence and approve or disapprove such requests in accordance with University policy. If paid leave is neither available nor appropriate, leave without pay shall be charged. If an employee fails to submit a leave slip, leave must be administratively deducted from his/her record. The department head or his/her designee shall ensure that the department staff keeps accurate leave records on all departmental employees and reports information on leave accrued, leave taken and leave denied. No employee shall approve or maintain records for his/her own leave.

Leave Guidelines for Faculty

LSU Leave and Employment Policies

- PS-12: Leave Guidelines for Academic, Professional and Classified Employees
- PM-20: Leave Policies for Academic and Unclassified Employees and Classified Personnel, Louisiana State University System
- PS-79: Flexible Work Hours and Staffing
- Louisiana RS 17:3311: Sick Leave for Unclassified; Academic Personnel

Purpose: Because of the nature of their appointments, it may be difficult to determine when faculty should be charged leave. These guidelines are to be used by department chairs and faculty to clarify when leave should be submitted.

Summary of Policy Provisions: For the purpose of leave reporting, state law requires the university to establish a forty-hour work week for faculty. These schedules may vary from semester to semester depending on class schedules and other on-campus responsibilities. Appointing authorities shall establish the forty hour work week to provide a system of accounting for and the taking of leave. At a minimum, faculty who miss an assigned class or scheduled meeting must be charged leave appropriate to the circumstances regardless of whether arrangements are made for someone else to meet the class (LA RS 17:3311).

The established forty-hour work week should be used as a guide for determining when leave should be submitted. If the absence prevents the faculty member from performing any of his or her responsibilities, leave should be recorded in increments of 8 hours per day not worked and prorated for partial days not worked (LSU PS-12).

Faculty working remotely or having flextime schedules should have the schedule documented in writing and signed by the department head or dean and the employee. Flextime does not change normal attendance requirements. Expectations of employees with non-routine work schedules must be clearly communicated by the department. It is the responsibility of the department to ensure that the flexible work hours policy is administered in an equitable and consistent manner (LSU PS-79).

PS-12 defines when sick, annual or unpaid leave should be used by all employee types. Employees shall not absent themselves from their duties without proper authorization. If paid leave is neither available nor appropriate, leave without pay shall be charged. If an employee fails to submit leave in Workday, leave must be administratively deducted from his/her record.

Academic Employees on a 9 month pay basis: Academic employees appointed for the academic year (9 month faculty) who are greater than 50% effort are eligible to accrue sick leave per the schedules in PS-12, LSU Leave Policy Statement. Sick leave may not be used during the summer except for days for which they are appointed and only after they have worked at least one day of their summer appointment (LSU PM-20, LSU PS-12). Academic employees on academic year appointment, who do not receive annual leave, shall be allowed to use up to two (2) days of Personal Leave per academic year for personal purposes. Personal Leave used shall be deducted from the employee's sick leave balance (LSU PM-20).

Academic Employees on a 12 month pay basis: Academic employees appointed on a fiscal year appointment (12 month faculty) who are greater than 50% effort are eligible to accrue sick and annual leave per the schedules in PS-12, LSU Leave Policy Statement (LSU PM-20, LSU PS-12).