

## Department of Genetics Leave Policy

**Annual Leave** = Annual leave is granted to an employee for rest and relaxation and to attend to personal matters.

Annual leave should be requested in advance and must be approved by the employee's supervisor. It is essential to discuss any planned absence with your supervisor well in advance so that the timing of leave can be coordinated with the work requirements of your area.

Exceptions will be considered on a case by case basis. If an emergency arises, the employee must call his/her supervisor and inform him/her of the emergency and request leave at that time.

These are the minimum annual leave requirements of the Program. Individual labs or administrative areas may also develop their own policies that do not contradict Departmental or LSUHSC policy.

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**Sick Leave** = Sick leave with pay is granted to employees suffering with a temporary disability which prevents them from performing their duties and responsibilities or for medical, dental, or optical consultation and/or treatment.

If an employee is sick, the employee must contact his/her supervisor to report the illness and request sick leave at that time. Planned doctor's visits should be requested at least 1 business day in advance.

If sick leave is taken greater than 3 consecutive days, the employee is required to provide a doctor's note.

**Please note: leave taken for a sick child or family member is considered annual leave.**

These are the minimum sick leave requirements of the Program. Individual labs or administrative areas may also develop their own policies that do not contradict Departmental or LSUHSC policy.

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\* Please note that it is an administrative requirement that ALL employees submit leave requests on an approved LSUHSC leave request form. These forms are located in the front office. Forms must be approved by your supervisor and submitted to Karen for recording purposes.

\*If there is a conflict between the Department of Genetics policy and the LSUHSC policy, the LSUHSC policy will govern the leave request.

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