



Where Your Future Is Waiting

POLICY NUMBER: HR 612

Title: Accrual and Use of Leave

Effective Date: 2/20/2017

Last Review/Revision: 4/3/2023

Policy Statement

The rules and policies set forth in LCTCS Policy #6.003, Leave Record Establishment and Regulations Established for Unclassified and Non-Civil Service Employees shall be applicable to all Central Louisiana Technical Community College (CLTCC) unclassified, non-civil service employees. Classified employees are covered by Civil Service rules and regulations for the State of Louisiana.

POLICY IMPLEMENTATION, ROLES AND RESPONSIBILITIES

The Human Resources Office shall be responsible for ensuring accurate record-keeping employees/positions.

POLICY RELATED INFORMATION

This policy is in compliance with the following rules and regulations:

LCTCS Policy #6.003 Leave Record Establishment and Regulations Established for Unclassified and Non-Civil Service Employees.

POLICY EXCEPTION

Exceptions may be made by the Chancellor of CLTCC to any provision of this policy, provided such an exception shall not be in conflict with applicable federal, state and/or local laws, rules policies or regulations of the State Department of Civil Service or LCTCS.

POLICY HISTORY AND REVIEW CYCLE

This policy shall be reviewed annually.

CONTACT(S)

Any questions regarding this policy should be submitted or referred to the Human Resources office.

Policy Reference: Louisiana Community & Technical College System Policy 6.003

Review Process:

<i>Name</i>	<i>Title</i>	<i>Approval Date</i>
<i>James R. Sawtelle III, Ed.D.</i>	<i>Chancellor</i>	<i>4/3/2023</i>

Distribution:

Electronic: posted to College’s website and sent via email to College personnel