


Unclassified Appointees and Unclassified Employees of LDH – Attendance and Leave

	Louisiana Department of Health (LDH)	
	Policy Number	136.1
	Content	Policy governing leave administration for unclassified appointees and unclassified employees of LDH
	Effective Date	December 18, 2020
	Inquiries to	Office of Management and Finance Division of Human Resources, Training and Staff Development P. O. Box 4818 Baton Rouge, Louisiana 70821-4818

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

It shall be the policy of the Louisiana Department of Health (LDH) to manage attendance and leave for unclassified appointees and unclassified employees of LDH in accordance with Executive Order Number JBE 2016-75 (Rules and Policies on Leave for Unclassified Service – Amended December 19, 2016) and all applicable laws, regulations and LDH policies. All leave shall be charged in 6-minute increments within LDH.

II. APPLICABILITY

This policy applies to unclassified appointees and unclassified employees of LDH

III. DEFINITIONS

- A. **Executive Order Number JBE 2016-75 (Section 2)** contains definitions of terms used in the Order. Those definitions are incorporated herein by reference.
- B. **LaGov HCM Human Resources System** – The computer-based integrated human resources and payroll system used by the executive branch departments of the State of Louisiana.
- C. **LEO (Louisiana Employees Online)** – Employee access to time and pay information stored in LaGov HCM.

IV. POLICY PROVISIONS

A. UNCLASSIFIED APPOINTEES

- 1. Identification of unclassified appointees in LDH - In accordance with the definition of “Unclassified appointee” contained in Executive Order Number JBE 2016-75 (Section 2.O), LDH has identified the following positions serving as unclassified appointees:

Appointed by the Governor:

- Secretary (Position Number 3140)
- Undersecretary (Position Number 2028)
- Assistant Secretary, Office of Aging and Adult Services (Position Number 50366030)
- Assistant Secretary, Office of Behavioral Health (Position Number 190355)
- Assistant Secretary, Office for Citizens with Developmental Disabilities (Position Number 145587)
- Assistant Secretary/Physician V, Office of Public Health (Position Number 177622)

Appointed by the LDH Secretary:

- Chief of Staff (Position Number 50386652)
- Deputy Secretary (Position Number 2840)
- Executive Counsel (Position Number 5036669)
- State Health Officer/Physician V (Position Number 146019)

- 2. Compensatory leave shall not be earned by any unclassified appointee. Unclassified appointees shall not enter requests for compensatory leave in LEO.
- 3. Certification of attendance for unclassified appointees:
 - a. Each unclassified appointee, except the LDH Secretary, shall timely certify his or her attendance and leave usage in LEO at the end of each pay period. This certification is shall be based on the employee working or taking the appropriate leave for a minimum of eighty (80) hours each pay period

irrespective of the daily work schedule that is required by the LaGov HCM system.

- b. The LDH Secretary shall complete and sign the following “Payroll Certification” at the end of each pay period.

<p>LOUISIANA DEPARTMENT OF HEALTH</p> <p>OFFICE OF THE SECRETARY</p> <p>LDH Secretary PAYROLL CERTIFICATION</p>
<p>I HEREBY CERTIFY that I have worked the number of hours required by my appointment during this payroll period, or have taken the appropriate leave for hours for which I was unavailable.</p>
<p>PAY PERIOD: _____</p>
<p>FROM: _____ TO: _____</p>
<p>APPOINTEE SIGNATURE _____</p>
<p>PRINTED NAME _____</p>
<p>PERSONNEL # _____</p>

- c. It is the time administrator’s responsibility to retain a copy of the completed and signed “Unclassified Appointee Payroll Certification” statement in the payroll files for each applicable pay period.
4. Annual Leave and Sick Leave – Unclassified appointees shall earn, use, carry over and receive payment for annual leave and sick leave in accordance with Executive Order Number JBE 2016-75, Sections 5 - 12.
 5. Special Leave – Unclassified appointees are eligible for special leave (non-chargeable leave) as specified in Executive Order Number JBE 2016-75, Section 17.
 6. Military Leave – Unclassified appointees who are members of the armed forces are eligible for military leave as specified in Executive Order Number JBE 2016-75, Section 18.
 7. Other Leave – Unclassified appointees are eligible for other types of leave as specified in Executive Order Number JBE 2016-75, Section 19.

B. UNCLASSIFIED EMPLOYEES

1. Defined in Executive Order Number JBE 2016-75 – Section 5 as “An employee who serves at the pleasure of his/her appointing authority and whose position is designated as such in accordance with Civil Service Rule 4.1, Sections (c) – (e), and Louisiana Constitution Article X, Section 2.”
2. Certification of attendance for unclassified employees - Each unclassified employee (whether leave-earning or not) shall timely certify his or her attendance and leave usage in LEO at the end of each pay period.

In accordance with their approved work schedules, full-time unclassified employees shall certify a minimum of 80-hours per pay period in accordance with Executive Order JBE 2016-75, Section 3.

3. Annual Leave and Sick Leave - Unclassified employees, except students and temporary, intermittent or seasonal employees as defined in Executive Order Number JBE 2016-75, Section 2, shall earn, use, carry-over and receive payment for annual leave and sick leave in accordance with Executive Order JBE 2016-75, Sections 5 – 12.
4. Compensatory Leave – Unclassified employees in leave-earning positions are eligible to earn, use, carry-over and receive payment for compensatory leave in accordance with Executive Order Number JBE 2016-75, Sections 13-15.
5. Special Leave – Unclassified employees in leave-earning positions are eligible for Special Leave (non-chargeable leave) as specified in Executive Order Number JBE 2016-75, Section 17.
6. Military Leave – Unclassified employees in-leave earning positions who are members of the armed forces are eligible for Military Leave as specified in Executive Order Number JBE 2016-75, Section 18.
7. Other Leave – Unclassified employees in leave earning positions are eligible for other types of leave as specified in Executive Order Number JBE 2016-75, Section 19.

V. DISCIPLINARY ACTIONS

Any unclassified appointee or unclassified employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment. Violations include: failure to timely certify attendance and leave usage; failure to accurately enter attendance and leave usage; and claiming hours not actually worked for overtime purposes.

VI. REFERENCES

Executive Order Number JBE 2016-75

Civil Service Rule 4.1, Sections (c) – (e)

Louisiana Constitution Article X, Section 2

VII. REVISION HISTORY

Date	Revision
December 18, 2020	Policy created