



Pennington Biomedical Research Center

Louisiana State University System

Schedule of Employee Benefits

Human Resource Management Office

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As a campus of Louisiana State University System, Pennington Biomedical Research Center offers a wide range of benefits. The following is a brief explanation of some of the major benefits. Employees wishing to obtain greater detail should contact the Office of Human Resource Management for detailed written information and/or applicable brochures. **THE INFORMATION CONTAINED IN THIS BOOKLET IS NOT ALL-INCLUSIVE AND IS SUBJECT TO CHANGE AT ANY TIME.**

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SAVINGS PROGRAMS

Student Tuition Assistance and Revenue Trust Program

The State of Louisiana offers a savings program known as the Student Tuition Assistance and Revenue Trust Program, commonly referred to as the "START Saving Program." This program was created to help residents save for their children's postsecondary education. As an incentive to save, the State of Louisiana will allocate funds to an employee's account at a variable rate, depending upon the amount employees deposit and their adjusted gross income.

The open enrollment period for this program is July 1 through November 1 of each year. Applications for children over the age of one are only accepted during the open enrollment period. The program accepts new applications, for children under the age of one, at any time during the year.

LEAVE Eligibility

Eligible employees receive several types of leave which are defined below. The type of appointment which determines eligibility for the types of leave available.

- Academic and unclassified professional employees on regular appointments of greater than 180 days and greater than 50% effort are eligible for all types of leave.
- Academic and unclassified professional employees on temporary appointments of less than 181 days or on appointments for 50% effort or less are not eligible for annual and sick leave, but are eligible for civil, funeral and military leave.
- Classified employees on regular appointments are eligible for all types of leave.
- Classified employees serving on restricted appointments do not earn any type of leave.

Accrual methods of both annual and sick leave are determined by the employee's type of appointment.

Types of Leave

Annual Leave

Annual leave is leave with pay granted employees for vacation and transaction of personal affairs. Annual leave may be used at anytime after it is earned contingent upon approval of supervisor. Annual leave is credited at the end of the pay period and cannot be advanced to employees.

Eligible **academic and unclassified professional employees** may choose to accumulate (accrue) their *annual leave* under either the LSU Schedule or the Civil Service Schedule. New employees must select one of the schedules within 30 days of their hire date. The decision made is **irrevocable**.

ACADEMIC/UNCLASSIFIED PROFESSIONAL		
Years of Service	Option 1: LSU Schedule	Option 2: Civil Service Schedule
Less than 3 years	14 hrs/month*	8 hrs/month

3 but less than 5	14 hrs/month*	10 hrs/month
5 but less than 10	14 hrs/month*	12 hrs/month
10 but less than 15	14 hrs/month**	14 hrs/month
15 years and up	16 hrs/month**	16 hrs/month
*Total accumulation limited to 176 hours **No limit on total accumulation		

Eligible **classified employees** accumulate (accrue) annual leave according to the following schedule with no limit on total accumulation:

CLASSIFIED		
Years of Service	Amount Accrued Per Hour	Approximate Amount Accrued Per Month
Less than 3 years	.0461/hour	8 hours/month
3 but less than 5	.0576/hour	10 hours/month
5 but less than 10	.0692/hour	12 hours/month
10 but less than 15	.0807/hour	14 hours/month
15 years and up	.0923/hour	16 hours/month

Note: Upon resignation, employees are paid for up to 300 hours of accumulated, unused annual leave.

Sick Leave

Sick leave is leave with pay granted employees who are suffering with disabilities as a result of accident, illness or child bearing which prevent them from performing their usual duties and responsibilities or who require medical, dental or optical consultation or treatment. Sick leave may be used at anytime after it is earned. Absences covered by sick leave must immediately be reported to supervisor. Sick leave is credited at the end of the pay period and cannot be advanced to employees

Eligible **academic and unclassified professional employees** accumulate (accrue) **sick leave** according to the following schedule with no limit on total accumulation:

ACADEMIC/UNCLASSIFIED PROFESSIONAL	
Years of Service	Amount Accrued
Less than 3 years	8 hours/month
3 but less than 5	10 hours/month
5 but less than 10	12 hours/month
10 but less than 15	14 hours/month
15 years and up	16 hours/month

Eligible **classified employees** accumulate (accrue) **sick leave** according to the following schedule with no limit on total accumulation:

CLASSIFIED EMPLOYEES		
Years of Service	Amount Accrued Per Hour	Approximate Amount Accrued Per Month
Less than 3 years	.0461/hour	8 hours/month
3 but less than 5	.0576/hour	10 hours/month
5 but less than 10	.0692/hour	12 hours/month
10 but less than 15	.0807/hour	14 hours/month
15 years and up	.0923/hour	16 hours/month

Civil Leave

Eligible employees may receive civil leave with pay while performing jury duty or when subpoenaed to appear as a witness before a court or public body. Employees may also receive leave for voting purposes, limited to 2 hours of leave to vote in the parish where employed and not more than 1 day to vote in a parish outside the one where employed.

Funeral Leave

A maximum of two days funeral leave may be granted an eligible employee to attend the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent or grandchild.

Military Leave

Military leave of up to 15 days paid leave may be granted to employees who are members of a reserve component of the Armed Forces of the U.S. or of the National Guard when they are ordered to active training duty.

Leave Without Pay

Leave granted to employees for good cause under stipulated conditions.

Family and Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) guarantees that covered employees will be allowed to use a total of up to 12 weeks of annual leave, sick leave, or leave without pay, as appropriate, within a 12 month period, for any of the following reasons:

- (1) to care for the employee's child after birth, or placement for adoption or foster care;
- (2) to care for the employee's spouse, child or parent, who has a serious health condition; or
- (3) for a serious health condition which makes the employee unable to perform his/her job.

Covered employees are those who have been employed by the State of Louisiana for at least 12 months and who have worked at least 1250 hours during the 12-month period immediately preceding the commencement of the leave. An employee may apply for leave under the FMLA by completing the appropriate spaces on a leave request form. The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.

Educational Leave for LSU System Coursework & Tuition Exemption Program

Eligible employees may register for job-related courses at participating institutions in the LSU System, for up to six college credit hours per regular semester and receive tuition exemption. *(Note: The exemption is typically for tuition only and does not apply to most fees. Also, the value of the exemption may be considered taxable income to the employee in accordance with Internal Revenue Service regulations.)*

An employee must meet all of the following criteria to be eligible for tuition exemption:

1. must be employed full-time for at least one year in an eligible position;
2. must be a full-time non-academic or other academic employee – excludes faculty (instructors, professorial ranks, etc.) and faculty equivalent ranks (agents, etc.);
3. the college credit course(s) must be job-related, and must be approved by the immediate supervisor and unit head; and
4. only three hours per week of job-related courses may be taken during work time without charge to leave or making up time.

Continued participation in this program is based on satisfactory academic progress. During the first year of employment, employees are eligible for time off, but not for tuition exemption.

HOLIDAYS

Full-time, fiscal (12 month) employees receive 14 holidays. Because the University calendar is intended to serve the operational needs of the University community, it does not necessarily follow the state's holiday schedule. Holidays include Independence Day, Labor Day, Thanksgiving, Christmas, New Years, Mardi Gras, Easter, and other holidays as announced by the University each fiscal year.

PAYDAYS

Except as noted below, for academic/unclassified employees, payday is the last workday of the month. Classified employees are paid on a bi-weekly basis with payday occurring every other Friday. Paydays are adjusted accordingly when the regularly scheduled payday falls on a holiday. All employee paychecks are distributed by electronic direct deposit to the bank of the employee's choice. Employees may review their deposit stubs each payday by logging into their LSU PAWS account.

For additional information, please contact:

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