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State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

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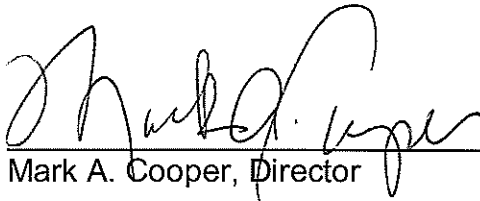
Limit on Use of Annual Leave Immediately Prior to Retirement (Terminal Leave)
Policy Number: HR-0023

Issue Date: May 21, 2010

Effective Date: May 21, 2010

Revised Date:

Approval:



Mark A. Cooper, Director

I. POLICY:

This policy adopts a standard for the use of annual leave by a GOHSEP employee who is eligible for retirement and has submitted an application for retirement with a firm effective date. The GOHSEP shall limit the use of annual leave by a retiring employee **to a maximum of 160 hours** (20 eight hour work days) immediately prior to his/her retirement date.

The GOHSEP may further restrict the use of such terminal leave to only employees who have 300 or more hours of accrued annual leave and/or compensatory leave, as well as limit the hours of leave to less than 160 hours.

All leave requests prior to this policy shall be subject to the normal approval process.

This policy would not affect the 300 hours of annual leave payable at separation pursuant to the Executive Order on *Rules and Policies on Leave for Unclassified Service*.

II. APPLICABILITY:

The provisions of this policy shall apply to all GOHSEP employees.

V. EXCEPTIONS:

Requests for exceptions to this policy should be submitted to the Appointing Authority along with specific and compelling justification. Exceptions shall be reviewed and approved on a case by case basis. Some examples of exceptions which may be considered include:

- The employee was denied use of annual/compensatory leave during recent past years because of work responsibilities.
- The employee performed jury duty or other civilian duty as listed under the most recent Executive Order for Rules and Policies on Leave for Unclassified Service for more than five days while on leave prior to retirement.

Any exception to this policy must have the written approval of the Appointing Authority or his delegated representative. A copy of the approved exception shall be maintained by the Human Resource office.

III. VIOLATIONS:

Failure to comply with this policy may result in disciplinary action, up to and including termination.

IV. QUESTIONS:

Questions regarding this policy should be directed to the Human Resource office.