

X-15 Continuance of Annual and Sick Leave

**NORTHWESTERN STATE UNIVERSITY
Continuance of Annual and Sick Leave**

- I. Purpose and Scope:** This procedure outlines the procedure for the continuance of annual and sick leave upon re-employment by Northwestern State University within a period of five (5) years from date of their termination from state service.
- II. Reference:** Executive Order MJF 98-23
Civil Service Rules and Regulations
Constitution of State of Louisiana

Policy Statement

When a former employee of Northwestern State University is re-employed within five (5) years of their separation, they shall be credited for all accrued unpaid annual and all unused sick leave that was canceled upon separation.

A new employee, who has prior "state service" within five (5) years of employment by the University, shall receive credit for all accrued unpaid annual leave and all unused sick leave upon employment.

State service means employment in the executive branch of state government, including state supported schools, agencies and universities; public parish school systems; public student employment; and membership on a public board or commission; and employment in the legislative and judicial branches. To constitute state service, the service or employment must have been performed for a Louisiana public entity.

NOTE: *The University will not credit compensatory leave balances that a re-employed employee had canceled at the time of their separation from the University. The University will not credit compensatory leave balances for new employees who have prior "state service".*