

# YOUTH SERVICES POLICY

<b>Title:</b> Leave Approval for Employees Prior to Retirement	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.42
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<b>References:</b> Civil Service Rules, Chapter 11; Code of Governmental Ethics; YS Policy No. A.2.1 "Employee Manual"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 03/06/2019

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To give authority to Unit Heads to approve up to 20 days (160 hours) of extended leave to employees immediately prior to retirement.

**III. APPLICABILITY:**

The policy applies to YS employees who are planning to retire.

**IV. DEFINITIONS:**

**Annual Leave** - Leave with pay granted an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, or transaction of personal affairs. It must be applied for in advance and can only be used when approved by the employee's supervisor.

**Compensatory Leave** - Compensation for overtime hours worked. Once an employee has earned "K" time, he must request to use it as he would annual leave.

**Pre-retirement Leave** - Earned annual and/or compensatory leave taken prior to retirement.

**Sick Leave** - Leave with pay granted an employee who is suffering with a disability which prevents him/her from performing his/her usual duties and responsibilities or who requires medical, dental, psychological, or optical consultation or treatment.

**Unit Head** – For purposes of this policy, the Deputy Secretary, Facility Directors and Regional Managers.

**V. POLICY:**

It is the Deputy Secretary's policy that Unit Heads have authority to approve extended annual and/or compensatory leave to employees prior to retirement as outlined under the procedures of this policy. In addition, employees shall be required to sign and date their retirement documents prior to the granting of this type leave. Employees on pre-retirement leave shall:

1. Continue to earn annual and sick leave and will be eligible for performance adjustments; and
2. Not perform work which would be in violation of La. R.S. 42:1121 "Post Employment," as outlined in the "Code of Governmental Ethics".

**VI. DUTIES AND RESPONSIBILITIES:**

A. Pre-retirement employees shall:

Ensure that their retirement documents are signed prior to requesting the 20-day pre-retirement leave through their supervisor.

B. Supervisors shall:

Ensure that retirement documents have been completed and signed by the employee before forwarding the "Employee's Request for Pre-Retirement Leave" form [see Attachment A.2.42 (a)] to the Unit Head.

C. Unit Heads shall:

1. Notify all employees of the requirements of this policy.
2. Be authorized to approve up to 20 days of extended leave prior to an employee's retirement.

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3. Ensure that each employee who plans to retire signs and dates the necessary retirement documents prior to the granting of pre-retirement leave.
- D. The Deputy Secretary shall authorize Unit Heads to approve pre-retirement leave, up to 20 days, for employees who are scheduled to retire.

**Previous Regulation/Policy Number:** A.2.42

**Previous Effective Date:** 08/31/2016

**Attachments/References:** A.2.42 (a) Request for Pre-Retirement Leave.March 2019

## EMPLOYEE'S REQUEST FOR PRE-RETIREMENT LEAVE

**PLEASE TYPE OR PRINT**

Name of Employee Requesting Pre-Retirement Leave: \_\_\_\_\_

Civil Service Title: \_\_\_\_\_ Unit or Office: \_\_\_\_\_

Personnel Number: \_\_\_\_\_ Retirement Date: \_\_\_\_\_

Proposed Leave Start Date: \_\_\_\_\_

**INSTRUCTIONS:**

**Employee:**

Sign and attach all retirement documents prior to requesting the 20-day pre-retirement leave through your supervisor.

Employee's title and signature: \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor:**

Ensure that retirement documents have been completed and signed by the employee before attaching to this form and forwarding to the appropriate Unit Head.

Approved     Disapproved

Supervisor's title and signature: \_\_\_\_\_

**Unit Head:**

Ensure that the employee has signed and dated the necessary retirement documents prior to the granting of pre-retirement leave.

Approved     Disapproved

Unit Head's title and signature: \_\_\_\_\_

**Deputy Secretary:**

Review request and approve or disapprove, and return this request to the Unit Head, along with retirement documents.

Approved     Disapproved

Deputy Secretary's signature: \_\_\_\_\_

**Employees on pre-retirement leave shall not perform work which would be in violation of La. R.S. 42:1121 "Post Employment", as outlined in the "Code of Governmental Ethics".**