
Emergency Compensation Policy

Scope: All campuses served by Louisiana State University (Office of Accounting Services, herein referred to as "LSU" or "University").

This policy is intended to cover all emergency incidents as declared by the LSU President and shall be effective as of the amended date. The provisions of this policy are applicable only upon declaration of an emergency incident that results in a partial (less than one day) or full closure of the University and shall remain applicable until normal operations are resumed. A delayed opening is not considered a partial closure.

6. Exempt

required to use annual or compensatory leave or leave without pay for continued absence, and the employee may ultimately be subject to disciplinary action.

8. Employees who are on leave without pay are not eligible for compensation during an emergency incident. Official closings are not considered holidays; therefore, holiday pay is not applicable for an emergency incident unless employees are assigned to work an emergency incident declared University holiday as designated by the governor or LSU President.
9. Classified and Professional Hourly Emergency Essential Employees required to shelter in place shall be compensated according to FLSA guidelines. An employee who is required to be on duty for less than 24 hours is working even though he/she is permitted to sleep or engage in other personal activities when not busy. An employee required to be on duty for 24 hours or more may agree with the employer to exclude from hours worked bona fide regularly scheduled sleeping periods of not more than 8 hours, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night of sleep. No reduction is permitted unless at least 5 hours of sleep is taken.
10. An employee scheduled to begin employment on a day that becomes an official closure will be placed on Special Leave and the effective date of employment will be considered that day. An employee scheduled to resign on a day that becomes an official closure will be placed on Special Leave and the date of resignation will be considered that day.
11. In the event of a campus closure or suspended operations on a scheduled holiday for an emergency compensation will be paid for all hours worked. Additional holiday worked premium will not be paid during suspended operations.
12. Granting of Special Leave pursuant to this policy shall be solely at the discretion of the President.

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