

**LOUISIANA STATE UNIVERSITY
AND AGRICULTURAL AND MECHANICAL COLLEGE
ANNUAL LEAVE ACCRUAL RATE ELECTION FORM**

Instructions: Carefully read the information on the reverse of this form. Then check the box in front of the appropriate statement to make your selection. **This selection is irrevocable.**

- I elect to earn annual leave at the University accrual rate based on 14 hours per month for full-time employment with a maximum balance of 176 hours until I reach 10 years of full-time equivalent state service.

- I elect to earn annual leave at the Civil Service Schedule rate which provides for accumulation of annual leave at the same rate as sick leave and which has no limitation on annual leave accumulation.

Print Name

Signature

Date

LSU ID Number

*** Leave accrual begins with the appointment or continuation that extends employment beyond 180 days, provided employment is for **greater** than 50% effort.

Note: This document does not apply to faculty members appointed on 9-month academic year pay basis.

This election form must be returned to the Office of Human Resource Management, 304 Thomas Boyd Hall with orientation papers.

**ANNUAL LEAVE ACCRUAL RATES
ADMINISTRATIVE/PROFESSIONAL AND ACADEMIC STAFF**

	LSU Schedule		Civil Service Schedule	
YEARS OF SERVICE	ACCRUAL RATE	MAXIMUM LEAVE BALANCE	ACCRUAL RATE	MAXIMUM LEAVE BALANCE
less than 3	14 hours	176 hours	8 hours	no limit
3 up to 5	14 hours	176 hours	10 hours	no limit
5 up to 10	14 hours	176 hours	12 hours	no limit
10 up to 15	14 hours	no limit	14 hours	no limit
15 or more	16 hours	no limit	16 hours	no limit