

SECTION 802.04

Miscellaneous Leave

1. Educational Leave Without Pay.

Institutions may grant educational leave without pay to full-time employees for periods not to exceed one year at a time for the purpose of encouraging professional development. Such approved leave shall allow the employee the right to elect to continue his or her group insurance benefits with institutional participation.

2. Military Leave With Pay.

Regular employees shall be entitled to leave with pay while engaged in the performance of any ordered military duty, to include schools conducted by the Armed Forces of the United States, and while going to and from such duty.

An employee who receives orders for active military duty shall be entitled to absent himself or herself from his or her duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) workdays in any one (1) federal fiscal year (October 1 - September 30) (as authorized by Georgia Law O.C.G.A. § 38-2-279[e]). After an employee has exhausted his/her paid military leave, an institution may pay the employee for his/her accumulated annual leave. At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of his or her orders to active military duty (BR Minutes 1990-91, pp. 173-174). Notwithstanding the foregoing leave limitation of eighteen (18) days, in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee while performing such duty shall be paid his or her salary or other compensation as an employee for a period not exceeding thirty (30) days in any one (1) federal fiscal year. A copy of military order(s) to active duty service shall be required in such cases.

Effective August 2015, Board Policy now allows for University System of Georgia institutions to implement a program to provide eligible employees with military differential pay, extending the current 18 -30 days of paid military leave up to a period of 12 months. The full text of BOR Policy 8.2.7, Leave can be accessed at the following link:

http://www.usg.edu/policymanual/section8/C224/#p8.2.7_leave

3. Military Leave Without Pay.

a. Military leave without pay shall be granted when a regular employee enlists, or is ordered to active duty service with any branch of the Armed Forces of the United States for the initial period of such service. Upon completion of active service, such employee shall be restored to his or her former position upon request, or, at the discretion of the institution in which he or she is employed, to one of similar status with all privileges of accumulated seniority, salary increases, etc., provided:

1. His or her discharge is under conditions other than dishonorable.
2. He or she requests reinstatement within ninety (90) days after his or her discharge or separation from active duty.

a. If, as a result of military service, a person is not physically or mentally qualified to perform the duties of his or her former position or one of like status, his or her institution shall offer him or her employment in a position at a level which his or her physical or mental condition will permit him or her to perform at the established rate of compensation for that position.

4. Maternity Leave.

Disability due to pregnancy shall be considered as any other disability and appropriate sick leave provisions of these policies shall apply. This provision is also covered under the Family and Medical Leave Act. See Section 802.05 for additional information.

5. Court Duty.

Court duty leave with pay shall be granted regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court. Per auditor's jury duty may not be granted for appearances required in your role as an employee with another entity (outside job).

6. Voting.

Employees of the University System are encouraged to exercise their constitutional right to vote in all federal, state and local elections. When an employee's normal working hours coincide with voting hours, the employee shall be granted leave as stipulated by his or her immediate supervisor, for the purpose of voting.

7. Selective Service and Military Physical Examinations.

Any regular employee required by Federal law to take a Selective Service or military physical examination shall be paid for any time lost to take such an examination.

8. Personal Leave.

At his or her discretion, the President of an institution may approve personal leave of absence without pay for periods not to exceed one year. Such approved personal leaves shall allow the employee the right to elect to continue his or her group insurance benefits; however, the institution will not contribute to the cost.

9. Leave for Organ and Marrow Donation.

Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of seven days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

10. Blood Donations (Effective 7/07)

Each employee is allowed a leave of absence, without loss of pay, of not more than eight hours in each calendar year for the purpose of donating blood. This absence shall be computed at two hours per donation, up to four times per year. Any employee who donates blood platelets or granulocytes through the plasmapheresis process shall be allowed a leave of absence, without loss of pay, of not more than 16 hours in each calendar year, which shall be computed at four hours per donation, up to four times per year. The supervisor must be given reasonable notice of the time off and the supervisor may specify the hours during which the employee may be absent. Requests for leave are to be made on the ADP on-line system or in some cases a dept. may use the [leave request form](#).

11. Breast-feeding (Effective 6/07)

A USG institution may provide reasonable unpaid break time each day to an employee who needs to express breast milk for her infant child. The institution should make reasonable effort to provide a place so that this can be done in privacy. A mother may breast-feed her baby in any location where she and the baby are otherwise authorized to be.

12. Other Leave.

In the event of inclement weather or any emergency which requires absence of employees, the President of the University may declare the institution closed. Such absence may be considered leave with or without pay as determined by the President.

Read the [Inclement Weather Procedure](#) for additional Information.

13. Leave without Pay due to Departmental Variations in Established Schedule.



As per Section 801.01b, certain departments on campus cannot observe the standard work schedule due to the nature of the service they render. Examples include the University Police, Farber Health Center, Plant Operations, Library, etc. each of which have extended work schedules. Employees in these areas may have work schedule variations to meet the departmental demands, but in no case should such variations result in a work week in excess of 40 hours on a regular basis. After consulting with Human Resources, and when mandatory departmental leave is required in these areas, and no comparable work is available in another area, it is at the supervisor's discretion to allow the employee to take leave without pay as an alternative to taking annual leave.

14. Educational Support Leave

To supplement work-life balance options for University System of Georgia employees, each full benefits eligible, non-temporary employee of the USG shall be eligible for up to eight hours of paid leave per calendar year for the purpose of promoting education in this state as authorized by O.C.G.A. § 45-20-32. Only activities directly related to student achievement and academic support will qualify for education support leave. Education support leave is not charged against any other leave. Education support leave does not accumulate or roll over and is not paid – out upon change of employment status.

[Click here for additional information regarding educational support leave.](#)