

## EMPLOYEE LEAVE

### Staff Annual Leave (Vacation)

Regular staff employees working full time accrue annual leave in accordance with the following schedule:

YEARS OF CONTINUOUS SERVICE	ACCUMULATED DAYS / HOURS PER MONTH	ACCUMULATED DAYS / HOURS PER YEAR
Between 1 – 5 years	1-1/4 days / 10 hours	15 days / 120 hours
Greater than 5 but less than 10 years	1-1/2 days / 12 hours	18 days / 144 hours
Greater than 10 years	1-3/4 days / 14 hours	21 days / 168 hours

- Employees working less than full time, but at least half time, will receive a pro rata based on the number of actual hours worked per month.
- Annual leave time may be accrued to a maximum of forty-five days (360 hours) in any calendar year. No more than forty-five days (360 hours) will be transferred to the next calendar year (January 1 - December 31).
- Any annual leave taken by the employee must be at a time mutually acceptable to the employee and his/her supervisor.
- Taking time off is subject to having such time accumulated and receiving proper approval for taking such leave. If an employee should request or take leave when he/she does not have time accumulated, such time away from the job will be deducted before calculating his/her next pay check. Provisional employees accrue leave, but may not be allowed to use it until after the provisional period. All accrued annual leave up to forty-five days (360 hours) may be paid to the employee upon termination with the University System.

### Faculty Annual Leave (Vacation)

Faculty members employed on twelve month contracts accrue annual leave at the rate of one and three-fourths working days per month. Annual leave may be scheduled, with the permission of the employee's supervisor, at times which will not compromise the discharge of assigned responsibilities. Annual leave may be accrued to a maximum of forty-five days (360 hours). The accounts are adjusted on December 31 to remove any accumulation over 45 days (360 hours). Ten-month faculty do not accrue annual leave.

Staff and faculty annual leave is requested and processed through the current payroll system.

### Sick Leave

Sick leave with pay is a privilege and is not meant to be used simply to take additional time off. Abuse of this privilege may be considered a serious offense and could be grounds for termination.

Employees should notify supervisors immediately if unable to report to work due to illness or death in the family. Those failing to "call in" might have the absence charged against annual leave, or considered as leave without pay, depending upon the supervisor's recommendation.

All regular employees accumulate sick leave at the rate of one day per month per calendar month of service. Regular employees working one-half time or greater will accumulate sick leave in an equivalent ratio to the percentage of time worked. If sick leave is claimed for a continuous period of more than five days, a physician's statement will be required.

In the event the balance of sick leave is insufficient to compensate the hours required for time taken, annual leave will compensate the difference. If the balance of annual leave is insufficient, the leave will be considered sick leave without pay or the employee may apply for shared sick leave time.

There is no limit to the amount of sick leave accumulated; however, an employee will not be paid for such leave when employment is terminated. Upon the movement of an employee among colleges/institutions of the University System of Georgia, accumulated sick leave, if there is no actual break in service, will be transferred. Also, upon retirement, a TRS participating employee may receive credit for accrued unused sick leave.

Sick leave may be requested for the following reasons:

- Illness or injury to the employee
- Medical and dental treatment or consultation
- Illness, injury, or death in the employee's immediate family\* requiring the employee's presence
- Maternity/ birth

\*Immediate family for the purpose of sick leave: spouse, child, parent, brother, sister. Immediate family for the purpose of funerals: all of the above plus grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law.

The time allowed for funerals for immediate family is up to five days. Special circumstances requiring additional time will be evaluated on an individual basis.

### **Sick Leave Without Pay**

An employee unable to return to work after exhausting all accumulated sick leave and accrued annual leave may be granted sick leave without pay with the President's approval for a period not to exceed one year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his/her group insurance benefits and the institution will continue its share of the cost for such period. All other benefits which otherwise would accrue to the employee are prohibited.

### **Court Duty**

Employees of the institution summoned for jury duty or witness duty will be paid by the institution at the normal rate of pay for any regularly scheduled time lost from the job. This leave will be granted upon presentation of official orders from the appropriate court to the supervisor and a copy of the order should be forwarded to Human Resources. Time is recorded on the current payroll system.

### **Family Leave (FMLA)**

#### ***General Provisions***

The Georgia Family Leave Act is enacted for half-time or greater for employees who have been employed for at least twelve months allowing them eligibility for up to twelve work weeks of *unpaid* leave in a twelve-month period (based on a rolling calendar). Each incident of family leave shall be properly

recorded and documented. If an employee is eligible for family medical leave, this leave will run concurrent with available sick and vacation time. Family leave shall be granted to an eligible employee in the event of:

- the birth of the child of the employee;
- the placement of a child with the employee for adoption;
- a serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence; or
- a serious health condition of the employee which renders his/her inability to perform the duties of his/her job.

All Regents' policies on previously approved sick and annual leave are in effect and remain unchanged (The HRAP). A [Personnel Action Form](#) must be completed by the supervisor and forwarded to the Director of Human Resources.

### **Military Leave with Pay**

When required by Federal or State orders, military leave with full pay shall be granted to all regular employees who are officers or enlisted personnel in the Georgia National Guard or the reserve components of the armed forces of the United States. This leave shall not exceed thirty (30) calendar days per year. A [Personnel Action Form](#) must be completed by the supervisor and forwarded to the Director of Human Resources.

### **Military Leave Without Pay**

Military leave without pay shall be granted when a regular employee enlists or is ordered to active service with any branch of the armed forces of the United States for the initial period of such service. Upon completion of active service, the employee shall be restored to his/her former position or at the discretion of the institution to one of similar status with all privileges of accumulated seniority, salary increases, etc., provided he/she receives an honorable discharge and if he/she requests reinstatement within ninety (90) days after discharge or separation from active duty. A [Personnel Action Form](#) must be completed by the supervisor and forwarded to the Director of Human Resources.

### **Personal Leave**

Upon the recommendation of the supervisor and approval by the President, an employee may be granted a leave of absence without pay for periods not to exceed one year. Personal leave is not a privilege and may be granted only when conditions are favorable to the institution. A [Personnel Action Form](#) must be completed by the supervisor and forwarded to the Director of Human Resources. When on personal leave the employee is responsible for paying the cost(s) of all benefits.

### **Voting**

Employees of the institution are encouraged to vote in all federal, state, and local elections. For the purpose of voting, when an employee's normal working hours coincide with voting hours, the employee shall be granted permission to leave by his/her immediate supervisor.