**OFF-CAMPUS LEAVE AND ASSIGNMENTS**

**Objective:** To determine the departmental/unit compliance with institutional and BOR policies when employees are engaged in work or other approved absences while away from their respective campuses.

**Risk Level/Potential Impact:** Low to Medium; Results in improper compensation to employees if activities do not meet the criteria for off-campus-leave and assignments, possible insurance liabilities if off-campus time is not appropriately approved and documented.

**Criteria:** Institutional and BOR policies and procedures; Best business practices.

**Types of Off Campus Leave:** Court Leave, Military Leave with Pay, Emergency Leave of Absence, Payment of Annual Leave, Voting and Training Time, and other outside activities.

**Frequently Observed Weaknesses/Deficiencies:**
- Failure to request, document, and report off-campus assignments.
- Lack of approval in advance for off-campus leave and assignments.
- Failure of management to monitor employees’ off-campus assignments.
- Failure of management to ensure employees’ are aware of the related policy.

**Helpful Tools:**
- Georgia Regents Human Resources Division – [http://www.gru.edu/hr](http://www.gru.edu/hr)

**GRU Contact Office and Information Resource(s):** Human Resources Division (706) 721-9365 or (706) 721-1523.

**Best Business Practices:**
1. Designate an individual to oversee off-campus leave and assignments and to process requests and maintain required documentation.
2. Ensure all off-campus leave and assignments are approved in advance by management.
3. Management must monitor employees’ off-campus leave and assignments.
4. Ensure off-campus leave and assignments do not exceed the time periods identified in institutional policies and as indicated on approved requests.
5. Obtain and maintain appropriate supporting documentation for off-campus leave and assignments. For example, military orders should support military leave.
6. Periodically communicate to employees’ information regarding off-campus leave and assignments.
## Off-Campus Leave and Assignments

<table>
<thead>
<tr>
<th>Self-Assessment of Internal Controls for Off-Campus Leave and Assignments</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Are employees familiar with institutional and unit specific policies and procedures regarding off-campus leave?</td>
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<td>Does the unit have a process for tracking and controlling off-campus leave and assignments?</td>
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<td>Does management approve off-campus leave and assignments prior to occurrence of the activity?</td>
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<td>Does management ensure that time periods noted in the institutional policy is complied with (i.e. 18 working days for military leave, etc.)?</td>
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<tr>
<td>Does management monitor off-campus leave and assignments?</td>
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<tr>
<td>Does management periodically communicate information to employees regarding off-campus leave and assignments?</td>
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<td>Is documentation retained for the appropriate time period as prescribed by institutional and/or BOR policies?</td>
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