

Augusta University

Policy Library

Off Campus Leave and Training Time Policy

Policy Owner: University HR Services

POLICY STATEMENT

Off campus leave and training time may be granted, and the employee paid, for the reasons listed below. The off campus leave and training time must be approved in advance by the employee's immediate supervisor and must not exceed the number of hours the employee is normally scheduled to work each applicable day.

The purpose of this policy is to ensure that the policy governing the granting and use of campus leave and training time at Augusta University is consistent with the policies and procedures of the Board of Regents of the University System of Georgia.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Intentionally left blank.

PROCESS & PROCEDURES

Types of Off Campus Leave

Court Leave - Regular, Benefits eligible employees who are subpoenaed or otherwise directed by proper authority to appear as a witness in a jury trial or to serve as a juror in any court may be given court leave. This leave extends to regular scheduled working hours only and the employee is expected to return to work if excused by the court during scheduled working hours. Court leave should be given to employees on second and third shifts equivalent to the time they serve on their scheduled work days.

NOTE: Court leave may not be granted to any employee summoned to a court as a defendant or plaintiff.

Military Leave with Pay - Regular, Benefits eligible employees who are members of the Georgia National Guard or a reserve component of any of the United States Armed Forces may be granted leave with pay for a limited period as specified in official orders directing the active Military duty. The amount of this leave may not exceed 18 workdays in a federal fiscal year, October 1 – September 30, nor may it exceed 18 workdays in any one continuous period.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 590

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 09/14/2016

Last Review: 06/13/2017

Emergency Leave of Absence - Notwithstanding the foregoing leave limitation of 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 calendar year and not exceeding 30 days in any one continuous period of such State active duty service.

Payment of Annual Leave - After an employee has exhausted his/her paid military leave, accrued annual leave can be used for this purpose, if the employee so desires.

At the expiration of the maximum paid leave, continued absence by the employee shall be considered as personal leave without pay for military active duty service. The employee shall be required to submit a copy of his or her orders to active duty.

NOTE: Drill periods and/or reserve training periods on “weekends” are not covered by this leave policy.

Voting - If circumstances preclude voting before or after work, all employees may be excused a reasonable length of time (maximum of two hours) for this purpose.

NOTE: Since most polls are open from 7:00 a.m. to 7:00 p.m., time off is normally not necessary in order to fulfill this obligation.

Training Time - All employees approved to attend seminars, conferences, or meetings may be granted training time with pay for the period of the meeting and necessary travel time to and from the meeting.

Education Support Leave - As described in the BOR Policy 8.2.7.7, Miscellaneous Leave, Educational Support Leave is to supplement work-life balance options for University System of Georgia employees, each full-time, 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 rollover and is not paid-out upon change of employment status.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017