

Augusta University

Policy Library

Other Types of Leave Policy

Policy Manager: Human Resources

POLICY STATEMENT

Other types of leave may be granted, and the employee paid, for the reasons listed below. Other types of leave 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 other types of leave 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 Duty - Approved leave that is granted to 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. 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 - 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

Office of Legal Affairs Use Only

Executive Sponsor: VP, Human Resources

Next Review: 4/2028

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.

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 - Approved leave that allows an employee to vote during official local, state and federal elections. Employees of the University System are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee’s normally scheduled work shift, sufficient leave time must be granted to permit the employee to vote. In this instance, an institution should grant the employee a two (2) hour block of time in which to vote, if needed. Time off under this provision is with pay.

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.

Education Support Leave - 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. (BoR Minutes, May 2015).

Paid Parental Leave – In accordance with the Georgia’s Parental Leave law for state employees, the University System of Georgia (USG) provides up to a maximum of 120 hours of paid parental leave,

during any rolling 12-month period, to eligible employees for qualifying life events as defined in this policy. The purpose of paid parental leave is to enable the eligible employee to care for and bond with a newborn or newly adopted or newly placed foster child of the eligible employee.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 4/21/2023

President, Augusta University

Date: 4/21/2023