

# Augusta University

## Policy Library

### Accrual and Use of Annual Leave Policy

**Policy Manager: Human Resources**

#### **POLICY STATEMENT**

Augusta University adopts the USG Policy on Annual Leave.

#### **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**

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#### **PROCESS & PROCEDURES**

This policy establishes the policy for annual leave for USG and ensures adherence with the applicable laws, policies, and procedures.

#### **REFERENCES & SUPPORTING DOCUMENTS**

USG Policy on Annual Leave -

- [https://www.usg.edu/hr/assets/hr/hrap\\_manual/HRAP\\_Annual\\_Leave\\_Time\\_Away\\_from\\_Work.pdf](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Annual_Leave_Time_Away_from_Work.pdf)

#### **RELATED POLICIES**

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#### **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 12/12/2023

President, Augusta University

Date: 12/13/2023