

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

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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 workdays.

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

Military Leave with Pay

Ordered Military Duty - For the purpose of this policy, ordered military duty shall mean any military duty performed in the service of the State or the United States, including, but not limited to, service schools conducted by the armed forces of the United States. Such duty shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee. (BoR Minutes, 1990-91, p. 173).

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Executive Sponsor: VP, Human Resources

Next Review: 10/2025

Leave of Absence - 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 federal fiscal year (October 1 - September 30) as authorized by Georgia Law O.C.G.A. § 38-2-279[e]. At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of his or her orders to active military duty. (BoR Minutes 1990-91, pp. 173-174)

Emergency Leave of Absence - 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 30 days in any one federal fiscal year.

Military Differential Pay – Augusta University may pay an employee Military Differential for absence while engaged in the performance of ordered military duty and while going to and returning from such duty, after expiration of the payment period provided for in the paragraphs above. Military Differential Pay is equal to the amount by which an employee’s projected state base pay for a covered pay period exceeds the employee’s actual military pay and allowances as applicable to that pay period. Military Differential Pay programs must be applied consistently to all eligible employees within the Institution, not to exceed a total of twelve months in any one federal fiscal year (October 1 - September 30). At the expiration of the maximum Military Differential Pay, continued absence by the employee shall be considered as military leave without pay unless annual leave is allowed. Funding for Military Differential Pay is based on existing institution budgets. (BoR minutes, May 2015)

Payment of Annual Leave - After an employee has exhausted his/her paid military leave, an institution may pay the employee for his/her accumulated annual leave. (BoR Minutes, 1990-91, p. 174)

Voting - In Compliance with state law, an employee who is qualified and registered to vote must be granted sufficient leave time, up to a maximum of two (2) hours, to permit the employee to vote in any municipal, county, state, or federal political party primary or election for which such employee is qualified and registered to vote. Such leave will be granted with pay for regular fully benefited employees.

- Regular fully benefited employees are eligible to receive such time off with pay. For those employees not eligible for paid time off for voting, institutions must provide flexible schedules, up to the two (2) hour maximum, as necessary for voting purposes.
- Voting leave may be granted only on one of the days that are designated for advance in-person voting or on the day on which such primary or election is held.

- An employee must provide their supervisor with reasonable notice and are responsible for requesting and obtaining approval from their supervisor in advance of taking time off to vote. The institution may specify the hours during which an employee may take voting leave to ensure minimal disruption of operations.
- Voting leave is not cumulative and an employee who does not use the entire time allowed at the time of each election does not accrue any right to any subsequent paid or unpaid leave.

Education Support Leave - To supplement work-life balance options for University System of Georgia (USG) employees, each full-time, non-temporary employee of the USG shall be eligible for up to eight (8) 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

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RELATED POLICIES

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APPROVED BY:

Interim Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 10/26/2024

President, Augusta University

Date: 10/26/2024