

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
TIME AWAY FROM WORK: EDUCATION SUPPORT LEAVE



UNIVERSITY SYSTEM  
OF GEORGIA

# Education Support Leave

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON EDUCATION SUPPORT LEAVE
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	JULY 1, 2015
<b>REVISED</b>	OCTOBER 2015

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## Policy Statement

To supplement work-life balance options for University System of Georgia employees, each full-time, regular 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 roll over and is not paid – out upon change of employment status.

This policy ensures consistent application of Education Support Leave with pay at individual institutions.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

## Definitions

- None

## Process and Procedures

For the purposes of promoting education in Georgia and supplementing work life balance options for University System of Georgia employees, each full-time, regular employee of the USG is eligible for up to eight (8) paid hours of Education Support Leave per calendar year. Such leave is in addition to, and not charged against, an employee's other leave. The University

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System of Georgia has established guidelines for institutions concerning the use and administration of Educational Support Leave with pay.

- Education support leave may be taken in increments of less than 8 hours utilizing the same minimum period an institution has established for other forms of paid leave.
- Eligibility: All eligibility criteria defined below must be met before an employee can use education support leave.
- Any full-time, regular employee of the University System of Georgia, may request to use and be considered for education support leave. This leave will be available to all eligible employees, both parents of students and non-parents, and may be considered for activities supporting public, private, and home school achievement.
- Only activities directly related to student achievement and academic support will qualify for education support leave. Such activities may range from early care and learning through higher education.

Activities that promote education in Georgia may include, but are not limited to, some of the following:

- Attend Parent/Teacher conferences
- Participate in classroom activities, such as reading to a class or presenting on career day
- Tutor students without receiving compensation
- Proctor examinations
- Attend award and recognition ceremonies or graduation exercises
- Participate in field day activities or chaperone field trips
- Attend open house functions

Each USG institution or office maintains the authority to determine, in accordance with the provisions outlined in this policy, whether an activity would qualify for education support leave.

- Education support leave may not be utilized by the employee for themselves or for their spouse.
- Employees must not receive pay for services they perform while using education support leave.
- Employees must receive prior approval from their supervisor before providing the services for which they are requesting education support leave.
- The USG institution or office has discretion to require written verification from a school administrator, teacher, or other official prior to approval.

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- The USG institution or office maintains discretion to approve or deny requests for education support leave based on operational needs, or other reasons, such as conduct, attendance, or unsatisfactory work performance. The USG institution or office should ensure that denials are applied consistently for all similarly situated employees.
- Use of education support leave for any political purpose or agenda is prohibited.
- Education support leave does not accumulate, and unused leave does not rollover into subsequent calendar years. Rather, eligible employees may use education support leave for qualifying absences that occur during their regular scheduled work hours, up to a total of 8 hours in any calendar year.
- Employees can use no more than 8 paid hours of education support leave in a calendar year regardless of transfer from one USG institution or office to another. Each USG institution or office is responsible for conducting due diligence to ensure an employee has not exhausted education support leave prior to approving the paid leave.
- Education support leave carries no cash value if unused. There will be no payout for unused education support leave upon termination.

**Responsible Parties and Contact Information**

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Provide guidance to institution human resources officers on appropriate application of policies and applicable laws and monitor campus practices for compliance.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure appropriate utilization of the USG policies and applicable laws and ensure compliance.	See University System <a href="#">HR Officer Listing</a>

**Appendices (Internal Documents, Forms and Web Links)**

- [Board Policy on Leave](#)
- [Board Policy 8.2.7.7, Miscellaneous Leave: Education Support Leave](#)
- O.C.G.A § 45-20-32

**Related Documents and Resources (External)**

- None

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