



HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Leave Time

Subject: Developmental / Educational Leave

Applies To: Campus employees

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Purpose

The University System recognizes the need for employees to further their professional development through educational opportunities. This policy ensures general consistency among institutions of the University System.

Policy

Leaves of absence of one (1) year or less with or without pay may be granted by the institution's President and reported to the Chancellor. Extensions of such leaves, or the initial granting of leaves of more than one (1) year, require the approval of the Chancellor or his/her designee.

Procedure

In considering a request for leave with pay, the President should bear in mind that it is the policy of the Board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The President should examine carefully the program or project on which the employee proposes to work, and he/she should also consider the likelihood of the employee's being able to accomplish the purposes for which leave is requested. (It is expected that scholarly and professional leaves shall be granted without pay where the leave is supported by an external grant or stipend).

In considering a request for a leave, the President should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the employee is a

member. If the employee's work cannot be handled by other employees and if funds are not available for the employment of a substitute, the President will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave.

The President ordinarily should not approve a request for a leave with pay if the applicant for leave has been employed at an institution for the period of less than three (3) years. The University System Chief Academic Officer will promulgate guidelines regarding educational and professional leave.

Any employee who has been granted a leave of absence with pay shall be required, before beginning the leave, to sign an agreement indicating that:

1. for a leave with pay of less than one (1) year, the employee will return to the institution at the termination of the leave for a period of at least one (1) year;
2. for a one (1) year leave with pay, the employee will return to the institution at the termination of the leave for a period of at least two (2) years; and that
3. if the employee does not return to the institution for the full amount of time specified in the agreement, the employee will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the University System of Georgia during the leave, including all benefit costs.

A faculty or staff member who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the mandated across-the-board salary raises which occurred during the period of leave.

No leaves of absence will be granted to persons in the University System who are retired and who are drawing retirement benefits from the Teachers' Retirement System of Georgia or from the University System. Approved leave shall allow employees the right to elect to continue group insurance benefits with institutional participation.