

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
TIME AWAY FROM WORK: POLICY ON EDUCATION LEAVE WITHOUT PAY



UNIVERSITY SYSTEM  
OF GEORGIA

## Policy on Education Leave without Pay

### CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON EDUCATION LEAVE WITHOUT PAY
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	
<b>REVISED</b>	JANUARY 2008

[Return to Human Resources Administrative Practice Manual Table of Contents](#)

### Policy Statement

The University System of Georgia has established a policy to allow for educational leave.

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.

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

**HUMAN RESOURCES ADMINISTRATIVE MANUAL**  
**TIME AWAY FROM WORK: POLICY ON EDUCATION LEAVE WITHOUT PAY**

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:

- 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;
- 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
- 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. (BR Minutes, 1980-81, p. 191).

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 (BR Minutes, 1949-50, pp. 452-53; 1990-91, pp. 298-299; February, 2007, pp 46-47).

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.

### Applicability

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

### Who Should Read This Policy

All Human Resources personnel and faculty within the University System of Georgia should be aware of this policy.

### Definitions

- None

**HUMAN RESOURCES ADMINISTRATIVE MANUAL**  
**TIME AWAY FROM WORK: POLICY ON EDUCATION LEAVE WITHOUT PAY**

### Process and Procedures

The University System of Georgia has established a policy to allow for educational leave. 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.

Each institution shall establish procedures to implement this policy.

### Responsible Parties and Contact Information

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Maintain and revise educational leave policy as appropriate.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Each institution shall establish and maintain an adequate procedure for implementing this policy.	See University System <a href="#">HR Officer Listing</a>
<b>Institution President</b>	Grants leave.	

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

- [Board Policy Manual Section 8](#)

### Related Documents and Resources (External)

- None

[Return to Human Resources Administrative Practice Manual Table of Contents](#)