

HUMAN RESOURCES ADMINISTRATIVE MANUAL
TIME AWAY FROM WORK: SELECTIVE SERVICE/PHYSICAL EXAMINATIONS



UNIVERSITY SYSTEM
OF GEORGIA

Selective Service/Physical Examinations

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON SELECTIVE SERVICE/PHYSICAL EXAMINATIONS
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	
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Policy Statement

The University System of Georgia allows paid leave for a regular employee who is required by Federal law to take a military examination for the time lost to take such an examination.

This policy ensures consistency among institutions of the University System as necessary for meeting applicable regulatory requirements while also affording the appropriate level of flexibility needed at the institutional level.

Applicability

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

Who Should Read This Policy

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

Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.
- **Military Physical Examinations:** Leave that allows the employees to obtain a required military physical examination without loss in pay.

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Process and Procedures

Military Physical Examination: Any regular employee required by Federal law to take a military physical examination shall be paid for any time lost to take such an examination.

Employee must present appropriate official orders to Human Resources.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Maintain leave policy, provide guidance to institution human resources officers on effective utilization of policy, monitor for compliance, update the system as necessary, and respond to campus requests for updates.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Ensure appropriate utilization of the USG military physical exams on their respective campuses.	See University System HR Officer Listing

Appendices (Internal Documents, Forms and Web Links)

- [Board Policy Manual Section 8](#)

Related Documents and Resources (External)

- [Department of Labor Job Rights for Veterans and Reserve Component Members](#)
- O.C.G.A. § 38-2-250
- O.C.G.A. § 38-2-279 [e]

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