

HUMAN RESOURCES ADMINISTRATIVE MANUAL
TIME AWAY FROM WORK: SICK LEAVE WITHOUT PAY



UNIVERSITY SYSTEM
OF GEORGIA

Sick Leave without Pay

CITATION REFERENCE

| | |
|---------------------------|----------------------------------|
| OFFICIAL TITLE | POLICY ON SICK LEAVE WITHOUT PAY |
| VOLUME | HUMAN RESOURCES |
| RESPONSIBLE OFFICE | USG HUMAN RESOURCES OFFICE |
| ORIGINALLY ISSUED | |
| REVISED | |

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Policy Statement

The University System of Georgia has established a policy to allow for sick leave without pay for all benefits eligible employees.

The University System recognizes the need for employees to have legitimate absences from work. 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 within the University System of Georgia should be aware of this policy.

Definitions

- None

Process and Procedures

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one (1) year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits, and the institution will continue its share of the cost for such period. All other benefits are prohibited which otherwise would accrue to the employee.

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Each institution shall establish procedures to implement this policy.

Responsible Parties and Contact Information

| Party | Responsibility | Phone/Email/URL |
|---|--|--|
| Vice Chancellor for Human Resources, USG | Maintain and revise sick leave policy as appropriate. | 404-962-3235 usg-hr@usg.edu |
| Institution Chief Human Resources Officers | Each institution shall establish and maintain an adequate control system for recording employee leave. | See University System HR Officer Listing |

Appendices (Internal Documents, Forms and Web Links)

- [Family and Medical Leave Act](#)
- [Board Policy Manual](#) (Personal leave)

Related Documents and Resources (External)

- None

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