



UNIVERSITY OF  
WEST GEORGIA

Last N/A  
Approved  
Effective N/A  
Next Review N/A

Area Employment  
(Procedures)  
Chief Or Chief Human  
Responsible Resources  
Office Officer

## Employee Leave

Authority for Procedure granted by UWG [PL #4001, Human Resources Administrative Practice and Services](#)

Paid Time Off is compensated time away from work provided to eligible employees of the University of West Georgia (UWG). UWG has designed a comprehensive paid time off benefits program measured in hours and classified for different types of absences such as illness, vacation, bereavement, and personal time summarized below. *For a full description of all types of Employee Leave, visit Board of Regents ([BOR](#)) [Policy 8.2.7, Leave](#).*

It is the responsibility of both the employee and the supervisor to accurately report all leave time taken by the employee.

### A. Holidays

UWG observes 13 official paid holidays each year. The University administration publishes an exact schedule of these holidays each year. This [holiday schedule](#) is posted on the UWG Office of Human Resources ([OHR](#)) website. These holidays shall be awarded in addition to earned vacation time and observed in accordance with the rules and regulations set forth by the University System of Georgia (USG). Student assistants, graduate assistants, part-time instructors, and temporary non-students are not eligible to receive holiday pay. An employee must be in pay status the day before and the day after the holiday to receive payment for that holiday. A terminating employee will not be paid for any official holiday occurring after the last working day of employment.

### B. Annual Leave (Vacation)

#### 1. Eligibility and Accruals

Regular, full-time, and part-time benefits-eligible employees are eligible to accrue vacation hours. (For additional accrual information, see [BOR Policy Manual, Leave, 8.2.7](#)).

Temporary employees, including student assistants, graduate assistants, part-time instructors, and

regular employees who work less than one-half time do not earn or accrue annual leave. Faculty on a 10-month contract do not accrue vacation/annual leave. Administrative faculty on a 12-month contract accrue 14 hours vacation/annual leave per month.

An employee must be in pay status on or before the 15th of the month to accrue leave for that month. Leave is accrued on the last working day of the month. An employee must have sufficient accrued leave balance when requesting vacation/annual leave. Otherwise, the employee will be on leave without pay status. Annual Leave time may be taken at times mutually acceptable to an employee and immediate supervisor.

Effective December 31st of each year, vacation/annual leave balances roll over to the following year. Any vacation/annual leave balances in excess of 360 hours will be forfeited.

## 2. Vacation Payout upon Separation

All unused, accrued vacation/annual leave, not to exceed 45 days (360 hours), shall be paid to an employee upon their separation from employment. If an employee's compensation is funded by a grant or other source, the terms set forth by the grant or funding partner will determine if the payout of vacation hours is permitted. An employee who terminates on or after the 15th of a month shall accrue vacation/annual leave for that month.

A faculty member, who changes from a fiscal year contract to an academic year contract shall be paid their unused, accrued vacation/annual leave subject to the 45-day (360-hour) maximum payment restriction upon termination of the fiscal year contract.

## 3. Leave Balance Records

Absence balances may be viewed in the OneUSG [Employee Self-Service portal \(ESS\)](#). Employees are responsible for checking balances periodically. For more information, see OneUSG [Resources](#).

# C. Sick Leave

## 1. Eligibility and Accruals

Regular, full-time, and part-time benefits-eligible employees accrue sick leave hours. Sick leave for employees shall be cumulative. Regular employees working at least one-half time but less than full-time earn and accrue sick leave hours in an equivalent ratio to their work commitment. Full-time employees accrue 8 hours of sick leave per month (includes 10 and 12 -month faculty). Temporary employees, including student assistants, graduate assistants, part-time instructors, and regular employees who work less than one-half time do not earn sick leave.

Sick leave is granted at the discretion of the institution and upon approval by the supervisor for an employee's absence for any of the following reasons:

- i. Illness or injury of the employee (to include physical and mental incapacitation);
- ii. Medical and dental treatment or consultation (to include physical and mental incapacitation);

- iii. Quarantine due to a contagious illness in the employee's household; or
- iv. Illness, injury, or death (see 7., Bereavement) in the employee's immediate family requiring the employee's presence.

An employee must be in pay status on or before the 15th of the month to accrue leave for that month. Leave is accrued on the last working day of the month. An employee must have a sufficient leave balance from prior months to cover the hours taken through the last day of the absence. Otherwise, the employee will be on leave without pay status. Employees are not to perform University business or work-related activities while on an approved sick leave absence.

**Vacation In Lieu (VIL)** Vacation-eligible employees have the option to use Vacation in Lieu of Sick leave, which allows the requestor to use their Vacation Leave balance prior to their Sick Leave balance for regular or extended qualifying sick leave events. The qualifying sick leave reasons as defined in this procedure must be met to use Vacation in Lieu of Sick.

## 2. Reporting Absences Due to Illness

Employees are expected to report all absences due to illness or injury directly to their supervisors or department heads as soon as possible and indicate the probable length of absence so that schedule adjustments may be made. Employees absent for prolonged periods should communicate with their supervisors weekly unless on an approved leave of absence.

## 3. Physician's Return to Work Certification

If an employee is out of work due to illness or care of an ill relative for five consecutive days, a physician's statement is required to return to work. Under some circumstances, supervisors may request an employee to provide a physician's statement for sick leave absences for less than five days. Supervisors should consult with the UWG [Office of Human Resources OHR](#) in these instances.

## 4. Donated Sick Leave Pool

The purpose of the Donated Leave Program is to provide a means for University employees to donate paid sick leave to a leave pool. The pool of donated leave is available to be used by fellow University employees who are eligible for and require leave while experiencing a life-threatening or emergency medical condition (FMLA guidelines apply). Use of leave from the pool keeps eligible employees from taking leave without pay during a crisis. Employees may donate to the Sick Leave Pool during the annual employee benefits open enrollment period. See [Leave Donation Authorization Form](#).

For questions, employees may contact the UWG [Office of Human Resources \(OHR\)](#) at [hrservices@westga.edu](mailto:hrservices@westga.edu). For more information on the USG Shared Sick Leave Program, visit the USG [Human Resources Administrative Practices Manual \(HRAP\)](#).

## 5. Sick Leave without Pay

After exhausting all accumulated sick leave and accrued vacation leave, employees unable to return to

work may request sick leave without pay for a period not to exceed one year. This additional sick leave may be granted at the discretion of the department and will be without pay. If additional sick leave is approved by the department, the employee will have the option to continue their group insurance benefits while on sick leave. The institution will continue to pay its share of the cost for such a period, but the employee must continue to pay their portion of premiums. Upon return from approved, unpaid sick leave, the employee may be restored to their original position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. UWG cannot guarantee that an employee will be returned to their original position. Should an employee be unable to return to work after being granted sick leave without pay for one year, the employee will be terminated. During an unpaid leave status, vacation and sick leave benefits will not continue to accrue.

The OneUSG Connect system will use cascading leave rules (see BOR Policy [5.1.2.2, Leave Usage](#)), which allow leave requests to access multiple leave balances prior to the leave becoming uncompensated.

## 6. Sick Leave upon Separation

An employee shall not be paid for any outstanding sick leave balances upon separation. However, employees retiring may use accumulated sick leave to earn additional service time with the [Teacher's Retirement System of Georgia \(TRS\)](#). Before initiating retirement, employees should inquire with TRS directly for sick leave balance credit. For more information, visit [www.trsga.com/](http://www.trsga.com/).

## 7. Bereavement

Regular employees working one-half time (sick leave balance eligible) or more who have a death in the immediate family may, upon approval of their immediate supervisor, be allowed necessary time off with pay, chargeable to sick leave. The amount of time allowed shall be coordinated between the employee and the immediate supervisor, based on individual circumstances.

For purposes of leave granted in the event of a death, immediate family is defined ([BOR Policy 8.2.7.6, Family and Medical Leave](#)) to include the employees' spouse, child, or parent and certain other relatives when, in the judgment of the employee's immediate supervisor, the employee's presence is justified.

Employees who work less than half time may be granted time off due to a death in the family. However, since such employees do not accrue sick or vacation leave, the time off will be unpaid.

## D. Workers Compensation

All employees of UWG are covered under the provisions of the Workers' Compensation Act. This act provides protection in the event of injury, illness, or death that arises out of the course and scope of employment for the University. When an on-the-job injury or illness occurs, the employee should fill out a Workers Compensation (WC) [First Report of Injury Form](#) and/or notify their supervisor immediately. The supervisor will notify Risk Management and forward the completed WC injury form. If medical attention is required, treatment must be coordinated through the University's WC insurer. However, in the case of an emergency, immediate treatment should be obtained from the nearest hospital emergency room. If

emergency services are required, first contact the University Police at (678) 839-6000.

When an employee returns to work, it is the supervisor's responsibility to inform the Offices of Legal Affairs and Compliance and Risk Management immediately. Late notification of return to work status may result in incorrect payroll reporting for the employee. For Information on accident and reporting instructions, see the [Workers' Compensation Information Sheet](#)

## E. Administrative Leave

Administrative leave is a leave of absence initiated by the University to deal with special circumstances in which it is desirable to continue an employee's association with the University for the period of the leave. Administrative leave may be with or without pay and carries no promise of future reemployment.

## F. Family and Medical Leave

The Family Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave each rolling 12-month period. A rolling 12-month period is defined as 12 months from the date of first absence. To be eligible, the employee must be employed for at least one year and have worked at least 1,250 hours over the previous 12-months.

Employees may request Family Medical Leave for the following events:

- Birth of a child
- Adoption or Foster Care placement of a child
- Serious health condition of employee's child, spouse, or parent
- Serious health condition of employee – a serious health condition means an illness, injury, impairment, or physical or mental condition that involves: any period of incapacity or treatment connected with inpatient hospital care (such as an overnight stay), hospice, or residential medical care facility; any period of incapacity requiring sporadic absences from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or continuing treatment by (or under the supervision of) a health care provider for a chronic or long term health condition that is incurable or so serious, that if not treated, would likely result in a period of incapacity.

Spouses employed by the University are jointly entitled to a combined total of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care and to care for a child or parent (not parent-in-law) who has a serious health condition. Leave for birth, adoption, or foster care placement must conclude within 12 months of birth or placement.

Under some circumstances, employees may take FMLA leave intermittently which means taking leave in blocks of time or reducing the normal weekly or daily work schedule. When FMLA leave is for birth or placement for adoption or foster care, [the use of intermittent leave is subject to approval by the UWG Office of Human Resources OHR.](#)

FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill

immediate family member or because the employee is seriously ill and unable to work. Any paid sick leave used during FMLA must be medically necessary as defined by the treating physician.

## 1. Notice and Certification

Employees seeking to use FMLA leave are required to:

- i. Provide 30- days advance notice to UWG ~~Office of Human Resources~~OHR of the need to take FMLA leave when possible. UWG OHR will notify the supervisor of necessary action.
- ii. ~~Complete and submit an FMLA Request using the applicable form listed below, found on the [USG FMLA website](#). Additional required forms will be provided during the interactive process by the designated UWG Office of Human Resources representative:~~
  - a. ~~FMLA Request Form~~
  - b. ~~FMLA Certification of Qualifying Exigency for Military Family Leave Form~~
  - c. ~~FMLA Certification for Serious Injury or Illness of Covered Service Member For Military Family Leave Form~~
  - d. ~~FMLA Certification of Healthcare Provider for Employees Serious Health Condition Form~~
  - e. ~~FMLA Certification of Healthcare Provider for Family Member's Serious Health Condition Form~~

Submit an FMLA request via the applicable forms found on the [UWG Leave Administration Work West Webpage](#). Additional required forms will be provided during the interactive process by the designated UWG OHR representative.

- iii. Meet with the designated UWG Office of Human Resources representative.
- iv. Provide periodic reports to UWG OHR during approved FMLA leave regarding the employee's status and intent to return to work.

The employee may be required to obtain additional medical certification as a part of the UWG OHR interactive process.

- v. ~~The employee may be required to obtain additional medical certification as a part of the UWG OHR interactive process.~~

## 2. Paid vs. Unpaid Leave

When taking FMLA leave, employees may choose to use either accumulated sick and/or annual leave based on the following criteria:

- Sick leave (or Vacation in Lieu) may be used when FMLA leave is due to the employee's serious illness or to care for a designated family member.

- The employee may elect to use accrued annual leave or freeze the annual leave at any given point. The request to freeze annual leave must be documented with a signed memo from the employee to the UWG OHR.
- When the annual leave has been exhausted has been frozen, the remainder of the FMLA leave will be in an unpaid leave status.

### **3. Benefits Coverage During Leave**

During the period of FMLA leave, an employee may retain health, dental, and life benefits under the same conditions prior to the initiation of the approved leave of absence period. If the employee contribution of insurance premiums cannot be deducted from their pay, the employee will be required to pay the employee portion of insurance premiums each month while on leave. Failure to pay the employee contribution of the insurance premiums may result in loss of coverage.

### **4. Job Restoration**

Upon return from FMLA leave, the employee will be restored to their original position or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. UWG cannot guarantee that an employee will be returned to their original position. The employee's use of FMLA will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave. In an unpaid leave status, however, the employee will not continue to accrue vacation or sick leave benefits.

### **5. Return from Leave**

Employees must notify UWG OHR of their return to work date at least five business days in advance of the return to work date. A statement from the employee's physician certifying that the employee is physically able to return to work is required on or before the employee's first day back to work if the employee has been on leave due to their own serious health condition. The employee is responsible for ensuring that the documentation is delivered timely to UWG OHR. Documentation may be provided in person, via e-mail to [hrrservices@westga.edu](mailto:hrrservices@westga.edu) or facsimile to (678) 839-6425.

Upon receipt of the medical statement, the employee will be returned to payroll active status if they were on approved Leave Without Pay. In some cases, the employee may be required to provide a fitness for duty certificate prior to being restored to active status. If an employee wishes to return to work prior to the expiration of FMLA leave, notification must be given to UWG OHR at least five business days prior to the employee's planned return. The employee must provide medical certification confirming return to work earlier than expected.

### **6. Worksite Lactation**

As a family-friendly employer, UWG provides a supportive environment that enables breastfeeding employees to express their milk during business hours. Please contact [CampusEmployee Relations](#) at [hrrservices@westga.edu](mailto:hrrservices@westga.edu) , or call 678-839-6403 with any questions regarding Worksite Lactation rooms.

Employees may also visit the [Pregnant and Parenting](#) webpage for additional information.

### **Lactation Rooms**

UWG has designated private and sanitary locations throughout campus, so that lactating mothers may express their milk during business hours. The designated lactation rooms provide an electrical outlet, comfortable chair, and nearby access to hot running water and soap. Breastfeeding mothers are responsible for keeping the general lactation room clean for the next user. If employees prefer and it is available, they may also express their milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

### **Reasonable Break Times**

Lactating mothers shall be granted flexible and reasonable breaks, using their normal break periods and meal times, to accommodate milk expression. Nursing mothers who wish to express milk during the work period should keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.

Nursing mothers who feel they have been denied appropriate accommodations are encouraged to contact [CampusEmployee](#) Relations at [hrservices@westga.edu](mailto:hrservices@westga.edu).

### **Employee Rights**

Employers are required to provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary.

Supervisors should keep in mind that expressing breast milk may be a physical necessity for some mothers. Thus, supervisors should make every reasonable accommodation to support the needs of nursing mothers. Such accommodations should include permitting nursing mothers who need to express breast milk to visit lactation room(s) during break times or meal times. Supervisors should be flexible in allowing nursing mothers to select appropriate times to utilize a lactation room on campus or a private office. See [DOL Fact Sheet #73: Break Time for Nursing Mothers under the FLSA](#) for more information.

## **7. Extension of Leave**

An employee requesting an extension of leave due to the continuation, recurrence, or onset of their own serious health condition or that of the employee's spouse, child, or parent must submit a request for an extension in writing to UWG OHR. The maximum amount of FMLA leave that an employee may take during a rolling 12-month period is 12 weeks. The employee is required to notify UWG OHR as soon as it is determined that they will not be able to return from leave as originally planned.

### **Recertification**

An employee may be asked to recertify a serious health condition every 30 days (if the employee is absent during that period) for leave taken because of an employee's own serious health condition or the serious health condition of a family member. A recertification may be required in less than 30 days if: (1)



the employee asks for an extension of leave; (2) circumstances have changed; or (3) the University receives information that supports further review of the continuing validity of the certification.

Any recertification requested by the employer shall be at the employee's expense unless the employer provides otherwise. No second or third opinion on recertification may be required.

## G. Parental Leave

In accordance with the Georgia Paid Parental Leave legislation for state employees (~~O.C.G.A. § 45-20-17~~)(HB 1010), UWG provides up to a maximum of ~~120~~240 hours of paid parental leave (during any rolling 12-month period) to eligible employees for qualifying life events. The purpose of paid parental leave is to enable the eligible employee to care for and bond with a newborn or a newly adopted or newly placed foster child of the eligible employee.

Provided that the use of paid parental leave does not unduly disrupt the institution's operations, UWG shall not interfere with, restrain, or deny the exercise of or the attempt to exercise the provisions of this policy by any eligible employee. No institution shall discharge or in any other manner discriminate or retaliate against any eligible employee for lawfully exercising these provisions.

UWG may exercise disciplinary action, including termination, as deemed appropriate against an employee who submits a false or fraudulent document or otherwise provides false or fraudulent information in an attempt to obtain paid parental leave.

### 1. Eligibility

An eligible employee is defined as:

- i. A full-time regular employee who has been employed with UWG for at least 6 months of continuous service.
- ii. ~~A full~~Part-time regular, ~~part-time regular~~, or temporary employee who ~~has~~have been employed with UWG for at least 6 months of continuous service and ~~has~~have worked a minimum of 700 hours over the six months immediately preceding the parental leave qualifying event.
- iii. Employees ~~that~~who meet the parental leave criteria are eligible for parental leave regardless of whether the employee is eligible for paid or unpaid leave under other UWG policies and/or federal law (such as FMLA).
- iv. Rehired retirees are not eligible for paid parental leave while receiving retirement annuity payments.

### 2. Qualifying Life Events

The following are eligible qualifying life events:

- i. The birth of a child of an eligible employee.
- ii. The placement of a minor child for adoption with an eligible employee; or

- iii. The placement of a minor child for foster care with an eligible employee.

Parental leave is Paid Leave which is provided to eligible employees who experience a qualifying life event.

An eligible employee may take a maximum of ~~120~~240 hours of paid parental leave in a rolling 12-month period. The rolling period will be measured backward from the first date of leave taken. The amount of leave in a rolling 12-month period cannot exceed ~~120~~240 hours, regardless of the number of qualifying events that occur during that period and regardless of transfers between USG institutions.

Parental leave may be taken continuously or intermittently in increments as small as one hour.

Unused parental leave that remains 12 months after the qualifying life event will not carry over for future use.

Unused paid parental leave shall have no cash value at the time an eligible employee separates from the employing institution.

### 3. Requests for Paid Parental Leave

UWG employees who meet the established eligibility and qualifying life event criteria as defined within this procedure may request the use of parental leave.

The employee must provide their supervisor and UWG OHR with notice of the parental leave request at least 30 days prior to the proposed leave start date (or if the leave was not foreseeable, as soon as possible).

The employee must follow institutional leave request procedures and provide all documentation as required by UWG OHR to substantiate the request and existence of a qualifying life event. Documentation of the qualifying need for leave may include a healthcare provider's certification from a healthcare provider for leave related to the birth and care of a newborn, or appropriate court documents for requests related to the birth and adoption or foster care of a newborn child, or appropriate supporting court documents for leave requests related to the adoption or foster care placement of a minor child.

If both parents are ~~UWG~~USG employees who meet the eligibility criteria, each parent is eligible to receive up to the maximum ~~120~~240 hours paid parental leave benefit within 12 months of the qualifying event, provided that the use of such leave does not unduly disrupt the institution's operations.

### 4. Coordination with Other Leave and Benefits

Employees may not concurrently use vacation, sick leave, holidays, or another Paid Time Off while receiving paid parental leave.

Paid parental leave taken under this policy will run concurrently with unpaid leave under FMLA. Thus, any leave taken under this policy that also qualifies for FMLA leave due to the birth or placement of a child or due to adoption or foster care, will count towards any available FMLA leave. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. After the paid parental leave is exhausted, the balance of FMLA leave

may be compensated through, accrued sick, vacation, or other eligible accrued leave, if approved by the employing institution.

In the event that an employee has given birth, they must coordinate between the short-term disability leave benefit and any requested paid parental leave. An employee may not receive paid parental leave or any other type of Paid Leave while receiving short-term disability benefits.

## **5. Benefits**

UWG will maintain all benefits for employees during the paid parental leave period just as if they were taking any other Paid Leave such as vacation leave or sick leave.

## **6. Holidays**

If a holiday or emergency closure occurs while the employee is on paid parental leave, such day will be charged to holiday pay or unscheduled closing instead of parental leave.

## **7. Usage and Overtime**

Paid parental leave hours for nonexempt employees are not added to hours worked in calculating overtime.

## **H. Military Leave**

Military duty, for the purpose of these regulations, includes any ordered military duty in the service of the State of Georgia or the United States. This includes schools conducted by the armed forces of the United States.

### **1. Duration of Military Leave**

Regular, benefit-eligible employees are entitled to 18 days of leave with pay while engaged in the performance of military duty ( including going to and from such duty during normal working hours). The maximum length of military leave with pay is 18 workdays (144 hours) in any one federal fiscal year or continuous period. The maximum leave time without pay cannot exceed five years. In order to receive the annual military leave with pay, the employee must provide a copy of their original orders to the UWG OHR.

### **2. Benefits during Military Leave**

At the expiration of maximum paid military leave time, continued absence by the employee shall be considered as military leave without pay. The employee may elect to exhaust accrued vacation leave hours prior to going on unpaid leave status. During the period of military leave without pay, an employee may retain health, dental, and life benefits under the same conditions that applied before the leave began. If an employee's contribution of insurance premiums cannot be deducted from the employee's pay, the employee will be required to pay their portion of insurance premiums each month while on leave. Failure to pay the employee share of the insurance premiums may result in loss of coverage.

Any regular employee required to take a Selective Service or military physical examination is eligible for paid military leave if the exam is scheduled during normal working hours. The employee must submit the documentation of the exam request to their supervisor. For further information, contact the [Office of Human Resources OHR, Campus Employee Relations](#) at [hrrservices@westga.edu](mailto:hrrservices@westga.edu).

### 3. Return from Military Leave

Employees returning from military leave must provide advance notification to their department head and UWG OHR of the return-to-work date. Upon receipt of the statement, the individual will be reactivated on payroll if the individual was on leave without pay. Employees may be required to provide fitness-for-duty certification prior to being restored to active status. Failure to return from leave for reasons other than a continued serious health condition may require the individual to repay the employer's contributions to healthcare premiums during the period the individual should have returned. For further information, contact the [Office of Human Resources OHR, Campus Employee Relations](#) at [hrrservices@westga.edu](mailto:hrrservices@westga.edu).

## I. Court Duty

Court duty leave with pay is granted to regular employees for the purpose of serving jury duty or as a witness. Such leave is granted upon presentation of official documentation from the appropriate court. A subpoena from the appropriate court qualifies as documentation as serving as a witness. A receipt from the appropriate court stating the number of days served qualifies as documentation for serving a jury summons. Employees may retain juror or witness fees paid by the court. An employee appearing in court related to a personal matter will not be granted leave with pay but may take vacation time, if available. Absences are to be requested in OneUSG Connect. For more information, reference the [OneUSG Knowledge Base](#).

## J. Educational Leave

The President or a designee may grant educational leave without pay to full-time employees who have at least one year of service at the time of requesting leave. Educational leave may not exceed one year at a time and is to be used for obtaining a degree or professional certification. Such approved leave allows the employee the right to elect to continue their group insurance benefits at the same employee rate the individual paid through payroll deduction. The employee will be required to pay the employee contribution of insurance premiums while on leave each month. Failure to pay the employee contribution of the insurance premiums may result in loss of coverage.

## K. Educational Support Leave

To supplement work-life balance options for UWG employees, each full-time, regular employee of UWG shall be eligible for up to 8 hours of Paid Leave per calendar year for the purpose of promoting education in the State of Georgia, as authorized by [O.C.G.A. § 45-20-32](#), *Limited paid leave for the purpose of promoting education*.

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.

## L. Personal Leave

At the discretion of the president, personal leave of absence without pay for periods not to exceed one year may be approved when such leave is deemed in the best interest of the institution. Leave requests are reviewed on a case-by-case basis to ensure equitable application. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits. The employee must pay the full cost for any coverage continued under this provision.

## M. Organ and Bone Marrow Donation Leave

~~Each~~As authorized by [O.C.G.A. § 45-20-31](#), each employee who serves as organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of 30 calendar days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of seven calendar days.

Leave taken under this provision shall not be charged against or deducted from an employee's accrued vacation or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed agency or hospital administrator that the employee is making an organ or marrow donation. Organ and Bone Marrow Donation Leave may qualify as a serious health condition under the Family and Medical Leave Act (FMLA). If FMLA applies to the absence, the leave must run concurrently with FMLA.

## N. Blood or Blood Platelet Donation Leave

As authorized by [O.C.G.A. § 45-20-30](#), UWG employees are eligible to request the following:

- Up to two hours of Paid Leave for the purpose of donating blood up to four times each calendar year, or
- Up to four hours of Paid Leave for the purpose of donating blood platelets or granulocytes through the plasmapheresis process up to four times each calendar year.

An employee who does not use the entire time allowed at the time of each donation does not accrue any right to any subsequent paid or unpaid leave.

## O. Voting Leave

Employees are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. UWG will provide voting leave to employees as authorized by Georgia law ([O.C.G.A. § 21-2-404](#)). Time off for voting should be coordinated with the employee's immediate supervisor.

## P. Inclement Weather or Emergency Leave

In the event of inclement weather or any emergency that requires leaves of absence of employees, the

president may declare leave with or without pay.

## Q. Violations

As a reminder, falsification of or failure to complete timesheets may result in failure to get paid and/or disciplinary action including termination. All time records must be approved by both an authorized reviewing authority and the employee. For additional information, see UWG [Employee Handbook, Payroll Guidelines](#).

## Definitions

**Full-time Benefits Eligible Employee:** Employees with a work commitment of 30 or more hours per week (.75 or more FTE). Graduate Assistants are excluded from this definition. See [HRAP, Employee Categories](#).

**Paid Leave:** Leave that shall **not** be charged against or deducted from an employee's accrued annual or sick leave. If leave is not used, it does not accumulate.

**Part-time Benefits Eligible Employee:** Employees with a work commitment of 20-29 hours per week (.50 – .75 FTE). Graduate Assistants are excluded from this definition. See [HRAP, Employee Categories](#).

**Parental Leave:** Paid leave provided to eligible employees who experience a qualifying life event. An eligible employee may take a maximum of ~~120~~**240** hours of paid parental leave in a ~~rolling~~ 12-month period. See section ~~G, Parental Leave~~: [Parental Leave](#).

## Forms

- [Leave Donation Authorization Form](#)
- [First Report of Injury \(Workers Compensation\)](#)

FMLA Forms (See [USG Family and Medical Leave](#) website to access current FMLA forms)

## Guidelines/Related material

- [UWG Leave Administration](#)
- [USG Knowledge Base](#)
- [USG BOR Policy Manual, Leave, 8.2.7](#)

## Keywords

Maternity

# Approval Signatures

Step Description

Approver

Date