

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

CITATION REFERENCE

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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).

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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:

- x 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;
- x 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
- x 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 in leave14n.ra10.1 (n)M1DC /C20duti foin (n)103 Tw 12 -0 08as14.1 (n)1w (u)-4 (i)10l t(a

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