

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
TIME AWAY FROM WORK: PERSONAL LEAVE



UNIVERSITY SYSTEM  
OF GEORGIA

# Personal Leave

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON PERSONAL LEAVE
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	
<b>REVISED</b>	JANUARY 2008

## Policy Statement

At the discretion of the President of an institution, personal leave of absence without pay for periods not to exceed one year may be approved.

This policy provides flexibility to institution Presidents to approve a personal leave of absence for an employee for a period not to exceed one (1) year and when such leave is deemed in the best interest of the institution.

## 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.
- **Personal Leave:** Unpaid leave that allows the employees time off for extended periods beyond normal accrued leave.

## Process and Procedures

At the discretion of the President of an institution, personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the

**HUMAN RESOURCES ADMINISTRATIVE MANUAL  
TIME AWAY FROM WORK: PERSONAL LEAVE**

employee the right to elect to continue group insurance benefits. The employee must pay the full cost for any coverage continued under this provision.

The employee must present appropriate official orders to Human Resources if applicable to the reason for leave.

### 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 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 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure appropriate utilization of the USG personal leave on their respective campuses.	See University System <a href="#">HR Officer Listing</a>
<b>Institution President</b>	Categorical Approval off all Personal Leave.	

### Website Address for This Policy

- [USG Policy Manual Section 8](#)

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

- [Family and Medical Leave Act](#)
- [USG Academic Affairs Handbook Section 4](#)
- [Leave Policy](#)

### Related Documents and Resources (External)

- None

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