

HUMAN RESOURCES ADMINISTRATIVE MANUAL
TIME AWAY FROM WORK: PERSONAL LEAVE



UNIVERSITY SYSTEM
OF GEORGIA

Personal Leave

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON PERSONAL LEAVE
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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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

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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

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 personal leave on their respective campuses.	See University System HR Officer Listing
Institution President	Categorical Approval off all Personal Leave.	

Appendices (Internal Documents, Forms and Web Links)

- [Board Policy Manual Section 8](#)
- [Family and Medical Leave Act](#)
- [USG Academic Affairs Handbook Section 4](#)
- [Board Policy on Leave](#)

Related Documents and Resources (External)

- None

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