Selective Service/Physical Examinations

Policy Statement
The University System of Georgia allows paid leave for a regular employee who is required by Federal law to take a military examination for the time lost to take such an examination.

This policy ensures consistency among institutions of the University System as necessary for meeting applicable regulatory requirements while also affording the appropriate level of flexibility needed at the institutional level.

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.
- **Military Physical Examinations:** Leave that allows the employees to obtain a required military physical examination without loss in pay.
Process and Procedures

Military Physical Examination: Any regular employee required by Federal law to take a military physical examination shall be paid for any time lost to take such an examination.

Employee must present appropriate official orders to Human Resources.

Responsible Parties and Contact Information

<table>
<thead>
<tr>
<th>Party</th>
<th>Responsibility</th>
<th>Phone/Email/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chancellor for Human Resources, USG</td>
<td>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.</td>
<td>404-962-3235</td>
</tr>
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<td></td>
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<td><a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a></td>
</tr>
<tr>
<td>Institution Chief Human Resources Officers</td>
<td>Ensure appropriate utilization of the USG military physical exams on their respective campuses.</td>
<td>See University System HR Officer Listing</td>
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</tbody>
</table>

Website Address for This Policy

- USG Policy Manual Section 8

Appendices (Internal Documents, Forms and Web Links)

- None

Related Documents and Resources (External)

- Department of Labor Job Rights for Veterans and Reserve Component Members
- O.C.G.A. § 38-2-250
- O.C.G.A. § 38-2-279 [e]