

# **POLICY: 4.5.2.** (III.U.6.) **Leave**

**Revised:** September 15, 2015; October 1, 2001; and September 11, 1990.

**Last Reviewed:** September 21, 2022; and September 15, 2015.

**Adopted:** April 2, 1987.



**POLICY:**

Leave shall be administered under Rule 16 of the State Personnel Board, except as modified by System procedures. TCSG shall administer leave in compliance with state and federal law, including the Family and Medical Leave Act.

**RELATED AUTHORITY:**

- O.C.G.A. § 20-4-11 – Powers of Board.
- O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.
- TCSG Procedure: 4.5.2p4. – Annual, Sick, and Personal Leave.
- TCSG Procedure: 4.5.2p2. – Leave Donation.
- TCSG Procedure: 4.5.2p5. – Authorized and Contingent Leave without Pay.
- TCSG Procedure: 4.5.2p6. – Military Leave.
- TCSG Procedure: 4.5.2p3. – Court Leave.
- TCSG State Board Policy 4.9.5. – Staff Development.
- Rule 16 of the State Personnel Board.

# TECHNICAL COLLEGE SYSTEM OF GEORGIA

## PERSONNEL LEAVE REPORT

**EMPLOYEE NAME**

Last	First	Middle

Beginning				Comments:
Month	Day	Year	Time	
Returning				
Month	Day	Year	Time	

**Type of leave and number of hours to be charged**

	Hours ANNUAL LEAVE		Hours PERSONAL LEAVE
	Hours SICK LEAVE		Hours UNAUTHORIZED Leave Without Pay
	Hours SICK LEAVE used for family: (Check reason below)		Hours Authorized Leave Without Pay *
	<input type="checkbox"/> Illness <input type="checkbox"/> Accident		Hours MILITARY LEAVE
	<input type="checkbox"/> Death: Date:		Hours COURT LEAVE
	Relationship:		Hours OTHER *
	Other: *		Hours PERSONAL LEAVE

**TOTAL LEAVE HOURS**

**\* EXPLAIN IN REMARKS (BELOW)**

Remarks:


APPROVED with the following conditions

APPROVED

DISAPPROVED

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)