

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

**Revised:** September 15, 2015; October 1, 2001; September 11, 1990  
**Last Reviewed:** September 15, 2015  
**Adopted:** April 2, 1987



Leave shall be administered in accordance with Rule 18 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 the Board
- O.C.G.A. § 20-4-14 – TCSG Powers and Duties
- Rules 18 of the State Personnel Board
- TCSG Procedure: 4.5.2p4. Annual, Sick, and Personal Leave
  - Annual Leave
  - Forfeited Leave
  - General Limitations
  - Personal Leave
  - Sick Leave
  - Terminal Leave
  - Transfer of 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
  - Administrative Leave
  - Blood Donation
  - Disaster Volunteer Leave
  - Grievance Preparation Time
  - Personal Leave
  - Kidney Donation
  - Voting Time
- State Board POLICY: 4.9.5. Staff Development

# TECHNICAL COLLEGE SYSTEM OF GEORGIA

## PERSONNEL LEAVE REPORT

**EMPLOYEE NAME**

Last	First	Middle

<b>Beginning</b>				Comments:
Month	Day	Year	Time	
<b>Returning</b>				
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
	<b>TOTAL LEAVE HOURS</b>		

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

Remarks:


APPROVED with the following conditions

APPROVED

DISAPPROVED

_____	_____
( Employee's Signature)	(Date)

_____	_____
( Supervisor's Signature)	(Date)