

Policy Name: Leave of Absence

Policy Owner: Human Resources

Policy Contact: Cynthia Hatchett, Director of Benefits & Retirement

Reviewed By: Georgia Tech Human Resources

Policy Steering Committee Approval: January 2024

Policy Purpose: This policy ensures consistent application of leave for employees at Georgia Tech.

Summary of Substantive Policy Changes:

- Throughout; removed procedures and updated the organization of the policy content to the correct policy template sections.
- Page 2; Updated policy to clarify that personal leave requests for medical reasons must be reviewed by GTHR to ensure compliance under FMLA and ADA.
- Page 3; Updated policy to clarify Georgia Tech will not pay military differential retroactively across prior fiscal year periods.
- Page 3; Updated policy to clarify that if an employee does not have adequate sick days to cover a bereavement absence, they must use vacation time.



Georgia Institute of Technology

Leave of Absence

Policy No. 2.11

Type of Policy: Academic

Last Revised: October 2014

Policy Owner: Human Resources

Policy Contact: Cynthia Hatchett, Director, Benefits & Retirement; chatchett6@gatech.edu

1. Reason for Policy

This policy ensures consistent application of leave for employees at Georgia Tech.

2. Policy Statement

This policy outlines requirements to grant and use Leaves of Absence at Georgia Tech.

Personal Leaves

Due to unforeseen events or special circumstances employees may request unpaid personal leave that can be approved by the department for medical or non-medical related reasons.

Personal leave requests for medical reasons must be reviewed by GTHR to ensure compliance under FMLA and ADA (Americans with Disabilities Act).and accrued sick and/or vacation time can be used. Departments should not approve personal leave requests for medical reasons without consulting GTHR.

For personal leave requests for non-medical reasons, only accrued vacation can be used. Employees requesting personal leave of more than 30 consecutive work days must first exhaust accrued vacation before going into an unpaid status.

Note, personal leave can be requested to bond with a newborn (after the 6/8 week medical period), newly adopted or foster placed child. Employees may use accrued vacation only or choose to be unpaid if the absence is less than 30 days.

Failure to return to work at the conclusion of the leave period constitutes grounds for termination of employment. Every effort will be made to place an employee in the same position or another position of equal status upon return from an approved leave of absence. Temporary personnel may be employed to fill the vacancy during the approved

leave period. Benefits for which the employee is eligible would not accrue during the unpaid leave. Employees approved for personal leave that elect to continue their group health insurance are responsible for the total (employee and employer cost) for their insurance. A personal leave of absence without pay may not exceed one (1) year.

Educational Leave with and without Pay

Leaves of absence of one year or less with or without pay may be granted by the President and reported to the Chancellor. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his/her designee. For more information, refer to: [BOR Policy: 8.2.7.4 on Educational and Professional Leave](#), [USG HRAP Policy regarding Educational Leave without Pay](#)

Education Support Leave

All full-time, regular employees of the USG are eligible for up to eight (8) paid hours of Education Support Leave per calendar year. Such leave is in addition to, and not charged against, an employee's other leave, and may be considered for activities supporting public, private, and home school achievement for parents of students and non-parents. Only activities directly related to student achievement and academic support will qualify for education support leave. [USG HRAP Policy regarding Education Support Leave](#)

Military Leave

Employees are entitled to absences from work duties and shall be deemed to have a leave of absence with pay while going and returning from ordered military duty and for the duration of the duty. Military leave with pay must not exceed a total of 18 workdays in any one federal fiscal year (October 1 - September 30). At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay, or an employee may elect to use their accrued ~~annual~~ vacation-eave.

Military State of Emergency: Notwithstanding the foregoing leave limitation of eighteen (18) workdays, in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, or GSDF such employee while performing such duty shall be paid his or her salary or other compensation as an employee for a period not exceeding thirty (30) days in any one (1) federal fiscal year u

Military Differential Pay

Georgia Tech has established a program to pay eligible employees a military differential for an absence while engaged in the performance of ordered military duty and while going to and returning from such duty, after exhaustion of paid military leave:

- Funding for Military Pay Differential programs is based on existing institution budgets.

- Military pay differentials must be applied consistently to all eligible employees within the institution, not to exceed a total of twelve months in any one federal fiscal year (October 1 - September 30).
- The beginning of the "Military Differential Pay" is different from the beginning of the active military duty; An eligible employee must exhaust his/her paid military leave before the start of Military Differential Pay.
- All personnel on active military leave (unpaid) as of September 30; should be returned effective October 1 to ensure employees exhaust their 18 paid military leave days. (Note: September 1 should be a trigger to review).
- Georgia Tech will not pay military differential retroactively across prior fiscal year periods.

For more information, refer to the [USG HRAP Policy regarding Military Leave](#).

Selective Service and Military Physical Examinations

Any employee required by Federal law to take a physical examination for Selective Service must notify his/her immediate supervisor as soon as orders are received and provide a copy of such orders. The employee shall be paid for any regularly scheduled work time required to take such an examination.

Bereavement Leave

Employees may utilize up to five accrued sick time due to the death of an employee's immediate family member (employee's spouse, parents, parents-in-law, grandparents, children, brothers, sisters, and members of the employee's household). Employees must notify their supervisor immediately if they need to take time off due to the death of an immediate family member. If an employee does not have adequate sick days to cover the absence, then they must use vacation time.

Court Duty

Any employee summoned for court duty as a juror or witness must notify his/her immediate supervisor as soon as official orders are received and provide a copy of the orders. Employees called for jury duty or witness duty will be paid at the normal rate of pay for any regularly scheduled time lost from the job. If the court duty is completed prior to the end of the employee's normal work schedule, the employee must report to work for the remainder of their shift.

Voting employees are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. Georgia Tech follows the procedures outlined in the USG HRAP on Other Leave (Voting and Court Duty).

Blood Donations Leave

An employee is allowed a leave of absence, without loss of pay, of not more than 8 hours in each calendar year for the purpose of donating blood with their supervisor's approval. This absence shall be computed as two (2) hours per donation, up to four (4)

times per year. Any employee who donates blood platelets or granulocytes through the plasmapheresis process shall be allowed a leave of absence, without loss of pay, of not more than 16 hours in each calendar year. This leave shall be computed as four (4) hours per donation, up to four (4) times per year.

Organ and Marrow Donation Leave

Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of 30 workdays. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay, of seven (7) workdays. Leave taken under this provision shall not be charged against or deducted from an employee's accrued vacation or sick leave balance. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who has actually donated an organ or marrow and who presents their supervisor with a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation. Leave for the purpose of organ or marrow donation may qualify under the Family and Medical Leave Act (see [Family and Medical Leave Policy](#) for more details).

Requesting Leave

All leave of absence requests must be approved by the appropriate unit approver(s) prior to the employee taking leave.

For more instructions on how to request a leave of absence please refer to the [GT Knowledgebase](#) and consult with the local unit HR representative for additional guidance.

Parental Leave

For more information regarding Parental-Leave refer to the FMLA and Paid Parental Policy on the GTHR Benefits website.

Family Medical Leave Act (FMLA)

For more information on Family Medical Leave, refer to the FMLA Leave Policy on the GTHR Benefits website.

3. Scope

All regular part-time or full-time benefits eligible staff or faculty employees within the Georgia Institute of Technology.

4. Forms

Title	Link
Leave of Absence	https://hr.gatech.edu/sites/default/files/2022-08/leave_of_absence_request_form.pdf

Recommendation Form	
Faculty Absence from Campus Form	https://faculty.gatech.edu/sites/default/files/documents/absence_from_campus.pdf
Faculty Leave of Absence Request Form	https://faculty.gatech.edu/sites/default/files/images/loa_form_2022_v2.pdf

5. Related Information

Resource	Link
GT Time Away from Work Website	https://hr.gatech.edu/time-away-work
Faculty Time Away from Work	https://faculty.gatech.edu/faculty-affairs-reps/time-away
Faculty Handbook	https://www.policylibrary.gatech.edu/faculty-handbook/3.1.4-professional-absence-and-leave-policies

6. Policy History

Revision Date	Author	Description
TBD	Georgia Tech Human Resources	The policy was updated to clarify GTHR review of medical leave for FMLA/ADA compliance, limit retroactive military differential pay, and require vacation time when sick leave is insufficient for bereavement.