BOR Policies on Leave

http://www.usg.edu/academic_affairs_handbook/section4/handbook/C695/
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Academic & Student Affairs Handbook

4.9 Leaves

4.9.2 Educational and Professional Leave

SOURCES:
BoR POLICY 8.2.7.4, EDUCATIONAL AND PROFESSIONAL LEAVE

Leaves of absence of one year or less with or without pay may be granted by the institution’s president and reported to the Chancellor. All leaves of absence must be entered into the appropriate HR data systems. Recommendations for extensions of one-year leaves of absence or the initial granting of leaves of more than one year, require the Chancellor’s or his/her designee’s approval. The president’s request to the Chancellor for such leaves must include the following:

1. A statement that the faculty member’s absence will not adversely affect institutional programming
2. Strong justification for the request for leave with pay to a faculty member who has not been employed at the institution for at least three years
3. A statement of the direct and significant benefits that will accrue to the institution as the result of the faculty member’s activities during the period of leave
4. If the granting of leave with pay will require additional institutional expenditures, a note of that fact (If the granting of leave with pay will not require additional institutional expenditures, no statement to that effect is required)
5. The amount of leave pay, determined with reference to the following:
   o The normal rate of leave pay shall be considered as an amount up to one-half of the regular salary of the faculty member during the period of leave.
   o Extraordinary justification must accompany a recommendation for leave pay in an amount exceeding one-half of the faculty member’s regular salary during the period of leave or for leave pay at full regular salary for the period of leave.
   o The amount of any external stipend or any other external remuneration to be received by the faculty member for his/her activities during the period of leave shall be taken into account in the determination of institutional leave pay recommended. The recommendation for leave must indicate the source and the amount of applicable external remuneration.
Board of Regents Policy Manual

8.2 General Policies for all Personnel

8.2.7.4 Educational and Professional Leave

Leaves of absence of one year or less with or without pay may be granted by the institution’s 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.

In considering a request for leave with pay, the president should bear in mind that it is the policy of the Board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The president should examine carefully the program or project on which the employee proposes to work, and he/she should also consider the likelihood of the employee’s being able to accomplish the purposes for which leave is requested. It is expected that scholarly and professional leaves shall be granted without pay where the leave is supported by an external grant or stipend.

In considering a request for a leave, the president should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the employee is a member. If the employee’s work cannot be handled by other employees and if funds are not available for the employment of a substitute, the president will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave.

The president ordinarily should not approve a request for a leave with pay if the applicant for leave has been employed at an institution for the period of fewer than three (3) years. The USG chief academic officer will promulgate guidelines regarding educational and professional leave (BoR Minutes, February 2007).

Any employee who has been granted a leave of absence with pay shall be required, before beginning the leave, to sign an agreement indicating that:

1. For a leave with pay of less than one year, the employee will return to the institution at the termination of the leave for a period of at least one (1) year;
2. For a one-year leave with pay, the employee will return to the institution at the termination of the leave for a period of at least two (2) years; and that,
3. If the employee does not return to the institution for the full amount of time specified in the agreement, the employee will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the USG during the leave, including all benefit costs (BoR Minutes, February 2007).

A faculty or staff member who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the
mandated across-the-board salary raises which occurred during the period of leave (BoR Minutes, 1980-81, p. 191).

No leaves of absence will be granted to USG retirees and who are drawing retirement benefits from the Teachers’ Retirement System of Georgia or from the USG. Approved leave shall allow employees the right to elect to continue group insurance benefits with institutional participation (BoR Minutes, 1949-50, pp. 452-53; 1990-91, pp. 298-299; February, 2007).