Policy Number: 429

Policy Title: Miscellaneous Leave

Policy Council Review Date(s): 4/22/11, and 6/16/11, 09/16/14

PPAB Approval Date: 6/28/11

POLICY:

Georgia Perimeter College provides miscellaneous leave for a number of different circumstances.

PROCEDURE:

A. Fair Labor Standards Act (FLSA): When exempt employees are absent from work for less than one scheduled workday and their accumulated leave is insufficient to cover the partial day of absence, they shall be placed on leave with pay for the period of absence.

B. Court Duty: Court Duty Leave with Pay shall be granted to regular employees in established budgeted positions for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court. If an employee is not required to serve four or more hours on a given day, he/she must either report to work or request approval to use vacation leave.

C. Voting: If election polls are not open at least two hours before or two hours after an employee’s normally scheduled work shift, sufficient leave time must be granted to permit the employee to vote. In this instance, the employee will be granted a two-hour block of time to vote, if needed.

D. 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.

E. Personal Leave: At the discretion of the president, personal leave without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

F. Leave for Organ and Marrow Donation: Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave with pay for thirty days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave with pay for seven days. Leave taken under this provision shall not be charged against or deducted from an employee’s accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow.
who presents to the Office of Human Resources a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

G. Other Leave: In the event of inclement weather or any emergency requiring employees to take a leave of absence, the president may declare leave with or without pay.

Approved by CAB 2/26/03
Approved by PPAB 6/28/11