

POLICY: 4.5.2

Leave

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

Last Reviewed: May 15, 2025

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 *		
☐ Illness ☐ Accident ☐ Death: Date: Relationship: Other: *					Hours MILITARY LEAVE		
					Hours COURT LEAVE		
					Hours 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)			