

**NORTH GEORGIA
COLLEGE & STATE UNIVERSITY
POLICY AND PROCEDURE MANUAL**

SUBJECT: Holidays and Leave

HOLIDAYS

- North Georgia College & State University observes 12 paid holidays each year.
- If an employee is either scheduled to work on a Holiday or is requested to work on a Holiday due to an emergency, the employee's manager may choose to:
 - Allow the employee to take the Holiday later during the same fiscal year at a mutually convenient time; or
 - pay the employee at his or her regular rate for eight hours in lieu of the Holiday.
- If the combination of hours for Holiday(s) and work exceeds forty hours in a workweek, the excess Holiday hours may be taken at a later date approved by the manager. Subject to the availability of funds within the department, the excess Holiday hours over forty may be paid at the employee's regular rate in lieu of taking Holiday hours later.
- A terminating employee shall not be paid for any Holidays occurring after the last working day of his or her employment.
- Benefits-eligible part-time employees earn Holiday leave in a ratio equivalent to the percentage of time employed.

LEAVE

Vacation Leave

1. Regular full-time benefits-eligible 12-month employees earn Vacation Leave as follows:

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| Faculty & Executives | 14 hours per month |
| Non-faculty (first five years of service) | 10 hours per month |
| Non-faculty (five to ten years of service) | 12 hours per month |
| Non-faculty (over ten years of service) | 14 hours per month |
2. Regular full-time benefits-eligible 9-month faculty do not earn Vacation Leave.
3. Benefits-eligible part-time employees earn Vacation Leave in a ratio equivalent to the percentage of time employed.
4. When the effective date of employment is on or before the 15th day of the month, eligible employees earn Vacation Leave for that month.
5. Vacation Leave may be accrued up to a maximum of 360 hours.
6. Terminating employees will be paid for unused accrued Vacation Leave up to a maximum of 360 hours. Terminating employees do not accrue Vacation Leave after the last working day of employment.

7. Earned Vacation Leave can be taken at times mutually acceptable to the employee and his or her manager, and is reported on timesheets and Leave Request Forms.
8. If Vacation Leave and work time are utilized during the same week and the total hours exceeds forty, the Vacation Leave will be reduced so that the total does not exceed forty.
9. If a Holiday occurs during an employee's scheduled vacation period, Vacation Leave will not be charged for the Holiday.
10. If an employee is on Vacation Leave and Administrative Leave is declared by the university, Vacation Leave will not be charged for the hours covered by Administrative Leave.
11. When a twelve-month employee changes to a nine-month employee, all accrued Vacation Leave should be taken prior to the change. If this is not possible, the employee shall be compensated in the last month of the twelve-month status for the remaining Vacation Leave balance up to a maximum of 360 hours.

Sick Leave With Pay

1. Full-time benefits-eligible employees earn Sick Leave at a rate of eight hours per month. Nine-month employees do not earn Sick Leave while not working during the summer. Benefits-eligible part-time employees earn Sick Leave in a ratio equal to their percentage of time worked. Temporary employees do not earn Sick Leave.
2. Sick leave accumulates without a maximum limit and may be granted at the discretion of the university and upon approval by the manager for any of the following reasons:
 - Illness or injury of the employee;
 - medical or dental treatment or consultation;
 - quarantine due to a contagious illness in the employee's household;
 - illness, injury or death in the employee's immediate family requiring the employee's presence (immediate family is defined as the employee's spouse, parents, step-parents, parents-in-law, children, step-children, brothers, step-brothers, sisters, and step-sisters).
3. If Sick Leave is claimed for a continuous period in excess of three days a physician's statement is required to permit further claim of Sick Leave. Supervisors may require a physician's statement for absences of a shorter duration if deemed necessary and approved by the Department of Human Resources.
4. If an employee is on Vacation Leave and becomes sick, a physician's statement indicating the days sick will be needed to change from Vacation Leave to Sick Leave with Pay.
5. If Administrative Leave is declared during an employee's Sick Leave period, Sick Leave will not be charged for the hours covered by Administrative Leave.
6. If an employee is on Sick Leave With Pay and has utilized all accrued Sick Leave With Pay, the remainder of the Sick Leave taken will be charged to Vacation Leave. If all accrued Vacation Leave has also been utilized during the Sick Leave time and the employee is not experiencing a Family Medical Leave event, the remainder of the Sick Leave taken may, at the discretion of the university, be charged to Sick Leave Without Pay.
7. If a Holiday occurs during a Sick Leave Without Pay period, the employee will not be paid for the Holiday.
8. Absences of faculty members because of sickness must be reported to their Department Head. Absences of faculty members due to sickness will be reported at a rate of eight hours per day.

Sick Leave Without Pay

Employees who are unable to return to work after exhausting all accumulated Sick Leave With Pay and accrued Vacation Leave may request Sick Leave Without Pay for a period not to exceed one year. If approved, the employee may continue his or her group insurance benefits with the university participating in the payment of the group insurance premiums.

Family Medical Leave Act

FMLA provides employees up to 12 weeks of unpaid job protection and continued insurance coverage for medical leave. FMLA applies to all NGCSU employees who have worked at the university for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.

FMLA leave may be taken for:

- The birth of a child and the care of the newborn (If both spouses are employed by the University as eligible employees, they are entitled together to a total of 12 weeks of leave.)
- The placement of a child with an employee in connection with the adoption or state-approved foster care of the child.
- The serious health condition of a child, parent, or spouse of the employee.
- A serious health condition of the employee.

FMLA is unpaid leave. However, an employee must use all accrued paid leave balances (including sick leave and vacation) while taking family and medical leave, unless the employee is receiving temporary disability benefit payments or workers' compensation benefits. The use of accrued sick leave is, however, restricted to those circumstances that would otherwise qualify the employee for sick leave usage under state law and university rules and regulations governing the use of sick leave.

Military Leave With Pay

Ordered Military Duty: For the purpose of this policy, ordered military duty performed in the service of the State or the United States, including but not limited to service schools conducted by the armed forces of the United States. Such duty, performed for a period or periods not exceeding a total of 30 days in any one calendar year, shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee.

Leave of Absence: An employee who receives orders for active military duty shall be entitled to absent himself or herself from his or her duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) work days in any one calendar year and not exceeding eighteen (18) work days in any one continuous period of absence (as authorized by Georgia Law O.C.G.A. 38-2-279[e]). At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of his or her orders to active duty.

Emergency Leave of Absence: Notwithstanding the foregoing leave limitations of eighteen (18) days, in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, 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 one calendar year and not exceeding thirty (30) days in any one continuous period of such State active duty service.

Payment of Annual Leave: After an employee has exhausted his/her paid military leave, an institution may pay the employee for his/her accumulated annual leave.

Administrative Leave

Administrative Leave is a discretionary leave with pay declared by the President of North Georgia College & State University.

Effective time of Administrative Leave – Unless specifically stated otherwise:

- If Administrative Leave is declared for an entire day, it is effective from midnight to midnight;
- If Administrative Leave is declared for a portion of a day, it is effective as follows:
 - Delayed Opening – from midnight until opening.
 - Early Closing – from closing until midnight.

Educational and Professional Leave

The President may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to employees of the institution. Leaves of absence of one academic term or less, with or without pay, may be granted by the institution's president. Extensions of such leaves require the approval of the Chancellor and the Board.

The President ordinarily will not approve a request for a leave with pay if the applicant for leave has been employed at an institution for the period of less than three years, nor will the President ordinarily approve a leave with pay for a person in an academic position who has not already completed the requirements for a master's degree.

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:

- 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 year;
- 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 years; and that
- 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 North Georgia College & State University during the leave.

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.

No leaves of absence will be granted to persons in the University System who are retired and who are drawing retirement benefits from the Teachers' Retirement System of Georgia or from the University System. Approved leave shall allow employees the right to elect to continue group insurance benefits with institutional participation.

Miscellaneous Leave

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

Court Duty: Court duty with pay shall be granted regular employees 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.

Voting: Employees of NGCSU are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When an employee's normal working hours coincide with voting hours, the employee shall be granted leave, as stipulated by the immediate supervisor, for the purpose of voting.

Selective Service and Military Physical Examinations: Any regular employee required by Federal law to take a Selective Service or Military physical examination shall be paid for any lost time to take such an examination.

Leave for Organ and Marrow Donation: Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of 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 and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation

Personal Leave: At the discretion of the President personal leave of absence 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.