



## 7.2.2 Educational Support

### Policy Statement

This leave allows each full time, regular employee of the State of Georgia or of any board, branch, department, bureau or commission thereof shall be entitled to apply for up to eight hours of paid leave per calendar year for the purpose of promoting education in this state. Under this new law, paid leave will only be authorized for activities that are directly related to student achievement and academic support. Use of such leave for political purposes or agendas is prohibited. The revised policy reflects this change in state law. View details in the Board of Regents Human Resources Administrative Practices Manual: [http://www.usg.edu/hr/manual/education\\_support\\_leave](http://www.usg.edu/hr/manual/education_support_leave)

### Procedures

Activities that promote education in Georgia may include, but are not limited to, some of the following:

- Attend parent/teacher conferences
- Participate in classroom activities, such as reading to a class or presenting on career day
- Tutor students without receiving compensation
- Proctor examinations
- Attend award and recognition ceremonies or graduation exercises
- Participate in field day activities or field trips
- Attend open house functions

Education support leave may not be utilized by the employee for themselves or for their spouse.

Employees and departments should follow their departmental procedures to request and record leave or use the [UGA leave request form](#). Select "Other" on the UGA form (leave not charged to sick or annual leave balances). Departments should select "**educational support leave - 8 hr limit**" in the Kronos system and "**educational support leave**" (under Other) in the eLeave system.

No documentation is required to support the request for educational support leave.

### Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: [hrweb@uga.edu](mailto:hrweb@uga.edu)

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### Policy Dates

Effective Date: 10/12/2015

Date Last Updated: 01/20/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: