



## Military Leave

### Policy Statement

This policy follows the University System of Georgia (USG) Business Procedures Manual except where identified in the section labelled UGA Procedures below. All employees should adhere to the full Business Procedures Manual in addition to the UGA Procedures.

Refer to USG's Policy: [Link to Policy](#)

### UGA Procedures

#### Record Retention

### Related information

#### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President for Human Resources

**Policy Owner:** University Human Resources, Workforce Engagement

**Policy Contact:** Senior Director, Wellbeing

**Contact Information:** [HRWeb@uga.edu](mailto:HRWeb@uga.edu) or 706 542 2222

#### Policy Dates

Effective Date: 03/10/2004

Date Last Updated: 04/10/2023