Partial Year

Policy Statement
Partial-year positions allow employing units the flexibility of full staffing during peak workload periods and reduced staffing during diminished workload periods while providing continuity of employment for persons employed in these positions.

UGA Procedures
At the discretion of the employing unit and with the approval of Human Resources, certain regular classified positions may be identified as partial-year in nature. Partial-year positions must have inclusive employment dates covering at least nine but less than twelve calendar months and must be at least one-half time. Individuals employed in partial-year positions are considered regular employees and have the same rights and privileges as other classified employees during their partial-year employment period. Due to the nature of partial-year employment, however, some differences do exist. During the partial-year leave period, the employee may elect to retain his or her insurance coverage by making the appropriate premium payments to the Employee Benefits Department prior to the last working day of the partial-year employment period. Partial-year employees are not eligible for holiday pay for those holidays occurring during the designated leave period, nor are they eligible to receive unemployment compensation benefits during this period (Additional instructions are available on the Partial-Year Employment Agreement form).

Forms/Instructions

Record Retention
Insert Specific UGA Information

Related information
Insert Additional 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, Talent Management & Recruitment
**Policy Contact:** Senior Director, Talent
**Contact Information:** HRWeb@uga.edu or (706) 542-2222

Policy Dates
**Effective Date:** 2/16/23
**Date Last Updated:** 2/16/23