



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Education Support Leave
Department	Human Resources
Policy Editor	Creché Navarro
Request Type	New ☐ Amended ☒ Removed ☐ Reviewed ☐

OBJECTIVE (Briefly state your purpose.)

Amend GSC policy to more clearly reflect the USG Education Support Leave Policy.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

USG Human Resources Administrative Practice Manual policy on Education Support Leave:
https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Education_Support_Leave_Time_Away_from_Work.pdf
USG Policy 8.2.7.7 Education Support Leave: https://www.usg.edu/policymanual/section8/C224/#p8.2.7_leave

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

Posted to website.

Authorizations

Dean or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: Madelyn Brown
Digitally signed by Madelyn Brown
Date: 2021.05.12 07:23:24 -04'00'

President Signature and Date: Kirk A. Nooks
Digitally signed by Kirk A. Nooks
Date: 2021.05.17 08:44:43 -04'00'

***Policy Template must be submitted with this form.**



Policy Name:	Education Support Leave				
Section #:		Section Title:			
Responsible Cabinet Member:	Madelyn Brown	Proposed:		Adopted:	
Responsible Office:	Human Resources	Reviewed:	April 2021	Revised:	April 2021
Contact:	Creche Navarro	Approved:	April 2021	Webpage:	

1. Policy Statement

To supplement work-life balance options for Gordon State College employees, each fulltime, regular employee of the college shall be eligible for up to eight hours of paid leave per calendar year for the purpose of promoting education in this state as authorized by O.C.G.A. § 45-20-32. Only activities directly related to student achievement and academic support will qualify for education support leave. Education support leave is not charged against any other leave. Education support leave does not accumulate or roll over and is not paid out upon change of employment status.

2. Reason for Policy

To promote education in Georgia and to supplement the work life balance options for Gordon State College employees.

3. Who Should Read this Policy

All employees of Gordon State College

4. Resources

USG Human Resources Administrative Practice Manual policy on Education Support Leave:
https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Education_Support_Leave_Time_Away_from_Work.pdf

USG Policy 8.2.7.7 Education Support Leave:
https://www.usg.edu/policymanual/section8/C224/#p8.2.7_leave

5. Definitions

None

6. The Policy

Each full-time, regular employee of Gordon State College is eligible for up to eight (8) paid hours of Education Support Leave per calendar year. Such leave is in addition to, and not charged against, an employee's other leave. The University System of Georgia has established guidelines for institutions concerning the use and administration of Educational Support Leave with pay.

- Education support leave may be taken in increments of less than 8 hours utilizing the same minimum period that Gordon State College has established for other forms of paid leave.
- Eligibility: All eligibility criteria defined below must be met before an employee can use education support leave.
- Any full-time, regular employee of Gordon State College may request to use and be considered for education support leave. This leave will be available to all eligible employees, both parents of students and non-parents, and may be considered for activities supporting public, private, and home school achievement.
- Only activities directly related to student achievement and academic support will qualify for education support leave. Such activities may range from early care and learning through higher education.

Activities that promote education in Georgia may include, but are not limited to:

- 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 chaperone field trips
- Attend open house functions

Gordon State College maintains the authority to determine, in accordance with the provisions outlined in this policy, whether an activity would qualify for education support leave.

- Education support leave may **not** be utilized by the employee for themselves or for their spouse.
- Employees must not receive pay for services they perform while using education support leave.
- Employees using education support leave must follow normal procedures for requesting time off.
- Gordon State College maintains discretion to approve or deny requests for education support leave based on operational needs, or other reasons, such as conduct, attendance, or unsatisfactory work performance. Gordon State College will ensure that denials are applied consistently for all similarly situated employees.

- Use of education support leave for any political purpose or agenda is prohibited.
- Education support leave does not accumulate, and unused leave does not rollover into subsequent calendar years. Eligible employees may use education support leave for qualifying absences that occur during their regular scheduled work hours, up to a total of 8 hours in any calendar year.
- Employees can use no more than 8 paid hours of education support leave in a calendar year regardless of transfer from one USG institution or office to another. Each USG institution or office is responsible for conducting due diligence to ensure an employee has not exhausted education support leave prior to approving the paid leave.
- Education support leave carries no cash value if unused. There will be no payout for unused education support leave upon termination.

Through the Educational Support Leave program, eligible employees have the opportunity to support education at all levels, from pre-K/early care learning all the way through higher education. Employees may wish to contact their local school systems, private schools, day care facilities, technical colleges, and/or universities to inquire about opportunities to support education initiatives in their communities and any background check or other criteria they would need to meet before participating in volunteer activities.