

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Education Support Leave		
Policy Number: 104.39.14	Effective Date: 7/30/2019	Page Number: 1 of 2
Authority: Commissioner	Originating Division: Administrative & Finance Division (Human Resources)	Access Listing: Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) will provide up to eight (8) hours of paid leave per calendar year to eligible employees for the purpose of promoting education in Georgia. Education Support Leave is an addition to other leave programs.

II. Authority:

State Personnel Board (SPB) Rule: 478-1-16 Absence from Work.

III. Definition:

Eligible Employee - Non-temporary, full-time employee of GDC.

IV. Statement of Policy and Applicable Procedures:

A. Eligible Employees may use Education Support Leave for qualifying absences that occur during their regular scheduled work hours. Only activities directly related to student achievement and academic support that promote education in Georgia will qualify for Education Support Leave. Such activities may range from early care and learning through higher education.

1. Employees may be, but are not required to be, the parent of a student to be approved to use education support leave;
2. Employees must receive prior approval from their supervisor before providing the services for which they are requesting Education Support Leave;
3. The Appointing Authority has discretion to require written verification from a school administrator, teacher, or other official prior to approval;
4. The Appointing Authority must approve/deny the request for education support leave;
5. The employee must not receive pay for services they perform while using education support leave; and

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6. Employees must not use education support leave for any political purpose or agenda.

B. Provisions:

1. Education Support Leave does not accumulate, and unused leave does not rollover into subsequent calendar years;
2. Employees can use up to a total of eight (8) hours in a calendar year for the purpose of promoting education in Georgia;
3. Education Support Leave can be taken in increments of less than eight (8) hours; and
4. Education Support Leave carries no cash value if unused. There will be no payout for unused education support leave upon termination of employment.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.