



# FORT VALLEY STATE UNIVERSITY™

A State and Land-Grant Institution • University System of Georgia

## **Education Support Leave Policy**

To supplement work-life balance options for Fort Valley State University employees, each full-time, non-temporary employee of the university shall be eligible for up to eight hours of paid leave per calendar year to participate in activities related to student achievement and academic support that promote education in this state. Education support 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 activities. Activities can range from early care and learning through higher education. Each employee must receive prior approval from his or her supervisor for education support leave activities and submit a leave request in ADP. FVSU reserves the discretion to require written authorization from a school administrator, teacher or other official prior to approval. FVSU 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.

Education support leave may be taken in increments of less than 8 hours utilizing the same minimum period FVSU has established for other forms of paid leave.

### **Activities that may be included under this policy include:**

- 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

**Eligibility:** All eligibility criteria defined below must be met before an employee can use education support leave.

- Any full benefits eligible, non-temporary employee of Fort Valley State University, may request to use and be considered for education support leave.
- 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. Fort Valley State University maintains the authority to determine, in accordance with the provisions outlined in BOR Policy on Education Support Leave, whether an activity would qualify for education support leave.

- To use education support leave, an employee may be, but is not required to be, the parent of a student.
- Employees must not receive pay for services they perform while using education support leave.
- Employees must receive prior approval from their supervisor before providing the services for which they are requesting education support leave.
- Fort Valley State University has discretion to require written verification from a school administrator, teacher, or other official prior to approval.
- Fort Valley State University 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. FVSU 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. Rather, 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. FVSU 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.

**Approval Process:** ADP does not currently allow Education Support Leave time off requests. The current procedure to request Education Support Leave is as follows:

1. Employee emails their supervisor requesting Education Support Leave. The employee must indicate the date and amount of time.
2. The supervisor will review the request and respond back to the employee in writing whether the request is 'Approved' or 'Denied'. The supervisor should base their decision on business needs.
3. After given approval, the employee will go into their ADP time card and select the code 'Education Support Leave', then enter the appropriate hours for the specific day.
4. At the end of the pay period, the supervisor should review the employee's time card to ensure the information entered is correct.

5. The employee should provide the supporting documentation to their supervisor and the Office of Human Resources.