

4.5.2.a.p (formerly III. U. 6. a.) **Central Georgia Technical College Online Leave System Procedures**



CGTC utilizes an online request and approval system for all types of eligible leave. The system is accessed by all personnel through the CGTC intranet. All eligible employees must use this system. All employees have a designated supervisor to whom leave is requested and may be required to copy certain other supervisors. It is mandatory that all employees eligible for leave confirm their leave with their immediate supervisor or his/her designee, prior to the expected leave date.

In the event an approved leave request needs to be revised or deleted, an employee should request the approving supervisor send an email to the Director of Human Resources detailing the leave change with an explanation.

References:

TCSG Policy 4.5.2 Leave

TCSG State Board Policy Section 4.5 Employee Leave

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

Rules 18 of the State Personnel Board

TCSG Procedure: 4.5.2p4. Annual, Sick, and Personal Leave

Annual Leave

Forfeited Leave

General Limitations

Personal Leave

Sick Leave

Terminal Leave

Transfer of Leave

TCSG Procedure: 4.5.2p2. Leave Donation

TCSG Procedure: 4.5.2p5. Authorized and Contingent Leave without Pay

TCSG Procedure: 4.5.2p6. Military Leave

TCSG Procedure: 4.5.2p3. Court Leave

Administrative Leave

Blood Donation

Disaster Volunteer Leave

Grievance Preparation Time

Personal Leave

Kidney Donation

Voting Time

State Board POLICY: 4.9.5. Staff Development