

Policy: 2230-14- Education Support Leave
Section: Leave and Holidays
Office/Department: Division of Human Resources

Reports To: Division of Admin/General Counsel
Contact: 404-631-1000

The Georgia Department of Transportation acknowledges that its employees are most productive when they have achieved a work-life balance that enables them to meet their non-work related responsibilities. To supplement work-life balance for state employees, the State provides up to eight (8) paid hours of leave per calendar year to eligible employees for the purpose of promoting education in Georgia.

Such leave is in addition to, and not charged against an employee's accrued leave. Education support leave may be taken in increments of fifteen (15) minutes up to eight (8) hours. Education support leave does not accumulate, and unused leave does not rollover.

Eligibility:

Any full-time employee in good performance standing may request to use education support leave. The requesting employee cannot be currently under a leave restriction plan or have utilized Unauthorized Leave Without Pay in the preceding thirty (30) days. Part-time and Temporary employees are not eligible for education support leave.

Eligible Activities:

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. The activities may be related to volunteering or supporting a child or dependent at school such as parent teacher conference, reading to a class, tutoring students, chaperone on a school field trip, etc. Employees cannot receive pay for any service they perform while using education support leave.

Approval:

Employees must request approval from their supervisor to use education support leave as far in advance as possible but no less than seven (7) days before its intended use. Employees may be required to submit documentation for verification of intended use.

The use of education support leave may be denied based on operational need and/or staffing coverage.

Good Employment Standing:

An employee must have no active disciplinary actions to be in good employment standing. This includes letters of reprimand (active for 12 months after issuance date); suspension without pay or disciplinary demotion (active for 12 months from the effective date); Performance Improvement Plans (PIP) and Leave Restriction Plans (active until 12 months after the date of conclusion). In addition, an employee must have an overall ePerformance rating score of three (3) or higher on their most current evaluation. Please note that Memorandums of Concern are not considered disqualifying factors.

References:

House Bill 313

State Personnel Board 478-1-.16, Absence from Work

History:

annual review: 03/05/24;

published: 07/09/15