

HUMAN RESOURCES ADMINISTRATIVE MANUAL
TIME AWAY FROM WORK

REVISED

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Policy Statement

The University System of Georgia allows paid leave for a regular employee who is required by Federal law to take a military examination for the time lost to take such an examination.

This policy ensures consistency among institutions of the University System as necessary for meeting applicable regulatory requirements while also affording the appropriate level of flexibility needed at the institutional level.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All Human Resources staff and employees within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

- x Board of Regents

Process and Procedures

Military Physical Examination Any regular employee required by Federal law to take a military physical examination shall be paid for any time lost to take such an examination.

Employee must present appropriate official orders to Human Resources.

Responsible Parties and Contact Information

Party	Responsibility
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