



WIREFRASS

GEORGIA TECHNICAL COLLEGE®

PROCEDURE: 4.5.2p5.L

WGTC Procedure Authorized and Contingent Leaves of Absence Without Pay

Adopted: 09/24/2021

Purpose

Per TCSG Procedure 4.5.2p5. Authorized and Contingent Leaves of Absence Without Pay, Section VI. A. 4, “In accordance with the State Personnel Board rules, an absence of less than ten (10) consecutive calendar days is considered a short-term leave of absence without pay. The request and approval process for these absences will be carried out in accordance with the guidelines established by the Commissioner (for System Office) or the associated technical college president”. Employees of Wiregrass Georgia Technical College may not take approved leaves of absence or pay docks until all accrued leave, compensatory time, or administrative leave balances are exhausted. Any employee seeking an exception must send a written request to their unit executive and the President of the College. The request must be approved prior to the employee taking leave.

Responsibility

Associate Vice President for Human Resources

References

State Personnel Board Rule 16

TCSG Procedure 4.5.2p5 – Authorized and Contingent Leaves of Absence Without Pay