

Georgia Highlands College

Policy	Miscellaneous Leave	Number	HR.357
Section	Human Resources	Date Revised	Feb 2012
Subject	Employment Benefits, Leaves and Services	Date Issued	Jun 2012
Applies to	Employees	Date Reviewed	July 2012

Miscellaneous Leave

- [Court Duty \(Jury Duty\)](#)
- [Voting](#)
- [Military Physical Examination](#)
- [Leave for Organ and Marrow Donation](#)
- [Other Leave](#)

See Also:

- Family Medical Leave Act (FMLA)
- Vacation/Annual Leave
- Sick Leave
- Educational and Professional Leave
- Military Leave
- Personal Leave Without Pay

Leaves of Absence

For various reasons an employee may be absent from work. This policy defines miscellaneous types of approved leave: Court Duty/Jury Duty, Voting, Military Physical Examination, and Organ and Marrow Donation Leave.

Miscellaneous Leave

1. Court Duty

Court duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

2. Voting

Georgia Highlands College employees are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee's normally scheduled work shift, sufficient leave time will be granted to permit the employee to vote. If needed, and upon approval from the supervisor, Georgia Highlands College will grant the employee a two-hour block of time in which to vote.

3. 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. The employee must supply to Human Resources the documentation demonstrating the required physical exam.

4. Leave for Organ and Marrow Donation

- 4.1. Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty (30) days.
- 4.2. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence with pay of seven (7) days.
- 4.3. Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave.
- 4.4. Such leave shall be included as service in computing any retirement or pension benefits.
- 4.5. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to Human Resources a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

5. Other Leave

In the event of inclement weather or any emergency that requires leaves of absence of employees, the President of Georgia Highlands College may declare leave with or without pay.