



**Office of Human Resources
Standard Operating Procedure
HR SOP #606**

Subject: Education Support Leave

Effective Date: April 16, 2016

Policy Statement:

The Department of Natural Resources (DNR) will provide up to eight hours of paid leave per calendar year to eligible employees to promote education in Georgia. Education Support Leave is in addition to other leave programs.

Definitions:

Eligible Employee: A non-temporary, full-time employee.

Procedure:

Conditions of Use:

Eligible employees may use Education Support Leave for qualifying absences that occur during their regular scheduled work hours. Eligible employees can use up to a total of eight hours in a calendar year for the purpose of promoting education in Georgia. Education Support Leave can be taken in increments of less than eight hours. Eligible employees must receive prior approval from their supervisor before providing the services for which they are requesting Education Support Leave. Only activities directly related to student achievement and academic support that promotes education in Georgia will qualify for Education Support Leave. Such activities may range from early care and learning through higher education.

Examples of activities that relate to student achievement and academic support include but are not limited to –

Volunteering to:

- Read to students;
- Make educational presentations;
- Assist with field day;
- Chaperone field trips;
- Tutor students.

Attendance at:

- Teacher conferences;
- Ceremonies/awards programs/graduations.

An eligible employee is not required to be the parent of a student to use Education Support Leave.

Written verification from a school administrator, teacher or other official prior to approval is required. Written verification may include written notification of a teacher conference or an award program, etc.

Prohibitions:

Employees must not receive pay for services they perform while using Education Support Leave.

Use of Education Support Leave for any political purpose or agenda is prohibited.

DNR maintains discretion to approve or deny requests for Education Support Leave based on operational needs, or other reasons, such as conduct, attendance or unsatisfactory work performance.

Education Support Leave does not:

- Accumulate; or
- Rollover into subsequent calendar years; or
- Carry cash value, if unused; or
- Payout upon termination; or
- Provide a transferred employee more than eight hours of leave per calendar year.

Education Support Leave cannot be used for attending a school sporting event as a spectator. Education Support Leave cannot be used for driving students to and from school, practice or an event.

Leave Entry:

Employees are responsible for submitting their timesheets in a timely manner at the end of the year to allow leave keepers to meet their entry deadlines. After January 7th, employees will lose their right to use Education Support Leave granted in the previous calendar year.

Local leave keepers will enter Education Support Leave in TeamWorks and keep the documentation locally. Leave keepers are responsible for entering Education Support Leave by close of business on January 7th. Education Support Leave is deleted from TeamWorks and cannot be entered after January 7th.

Records Retention:

Retain supporting documentation for use of Education Support Leave for three years with the appropriate leave requests.

Attachments:

Attachment 1 – *Employee Request For Leave*

Attachment 2 – *Environmental Protection Division Employee Request For Leave*