

Overview

This SOP describes the process for requesting and managing Extended Leave in OneUSG Connect, UGA's online HR/Payroll system. Extended Leave is a type of Absence request. [As per USG policy](#), extended absence requests are made for sick leave greater than 5 consecutive days (medical non-FMLA), FMLA, bone marrow leave, educational and professional leave, military leave, organ donation leave, personal (unpaid) leave or workers compensation leave. Extended leave requests can be paid or unpaid depending on the type of leave request and the employee's leave balances.

This SOP covers the following types of extended leave:

- Bone Marrow Donation/Organ Donation
- Military
- Educational/ Professional Development Leave
- FMLA (Intermittent/Continuous)
- Medical Non FMLA
- Workers Comp
- Parental Leave
- Personal (unpaid)

Extended Leave requests are initiated in the system by the employee, with the exception of faculty requesting educational and professional leave, personal unpaid leave, or Medical Non-FMLA leave (see notes below) and managed in the Absence Management module within OneUSG Connect by the Central Leave Administrator (a group within University HR charged with managing Leave requests). When the employee initiates the request in OneUSG Connect, a "case" is opened in the system that is reviewed and approved by the Central Leave Administrator (no deduction to leave balances take place at the time of the request).

Employees who wish to request Extended Leave are encouraged first to discuss their leave needs with their department HR practitioner.

Faculty Requesting Educational/Professional Development Leave, Personal Unpaid Leave or Medical Non FMLA Leave

If you are a faculty member requesting Educational and Professional Leave, Personal Unpaid Leave, or Medical Non-FMLA Leave you **MUST FIRST** complete the required forms (Form A and Form B on the [OFA Faculty Leave of Absence](#) website), attach the requested supporting documentation, and submit to your dean's office who will then submit to the Office of Faculty Affairs (OFA). Forms must be completed and signed by the appropriate Department Head, Dean, and the Provost before the leave request can be approved in OneUSG Connect. The Central Leave Administrator and OFA will work together to complete approved leave requests

for Educational and Professional Leave, Personal Unpaid Leave or Medical Non-FMLA Leave in OneUSG Connect. Note: Faculty members requesting Medical Non-FMLA do not attach medical documentation to Forms [A](#) and [B](#) – instead submit medical documents to University Human Resources. The Senior Director of Benefits will evaluate the medical documentation and coordinate the appropriateness with the Department Head. For faculty requesting Personal Unpaid Leave or Medical Non-FMLA Leave: On Form A, they may strike through and initial the sentence in the Agreement, “I certify that this leave is for a visiting/temporary position,” before the faculty member’s signature. On Form B, the first block, “Explain how this leave will promote scholarly work and encourage professional development,” may be indicated as “Not Applicable.”

Absent extenuating circumstances, any request for educational and professional leave of absence beginning fall semester should be submitted to the Office of Faculty Affairs no later than March 1. Any request for a leave of absence beginning spring semester should be submitted to the Office of Faculty Affairs no later than August 1.

Staff Requesting Educational/Professional Development Leave or Personal Unpaid Leave

If you are a staff member requesting Educational/ Professional Development Leave or Personal Unpaid Leave in addition to the OneUSG Connect Extended Absence request you must also complete the required forms that will be provided to you by the Central Leave Administrator after your extended absence request is received. You will then attach any necessary supporting documentation, and submit the form/documentation to your Department’s Business Office for submission to the Office of Human Resources. Forms must be completed and signed by the appropriate Vice President/ Dean before being submitted to the Associate Vice President of Human Resources for approval. The Central Leave Administrator and University Human Resources will work together to complete approved leave requests for staff Educational/Professional Development Leave or Personal Unpaid Leave in OneUSG Connect.

Employees should be familiar with the extended leave policies of UGA. Information regarding UGA leave policies may be found at the following sources:

- [Office of Human Resources – Leave](#)
- [OFA Faculty Leave of Absence Process](#)
- [UGA Academic Affairs Policy Manual – Leaves](#)
- [Official UGA Leave Policies](#)

Roles and Responsibilities

Roles involved in the Request Extended Leave process include the following:

- **Employee:** initiates the request using Employee Self Service (ESS). Employees who wish to request Extended Leave are encouraged to first discuss their leave needs with their departmental HR practitioner.
- **Department HR Practitioner:** If the employee is unable to enter the Extended Leave request, the Department HR practitioner will notify University HR to initiate the process in OneUSG Connect. The Department HR Practitioner may be asked to interface with the employee during the verification process and will be notified of extended leave approval.
- **Central Leave Administrator (University HR):** manages the Extended Leave request in OneUSG Connect. Reviews the request, communicates with the employee and the Department HR Practitioner to request additional documentation/verification, receives and reviews the documentation, approves or denies the request, and notifies the employee and the Department HR Practitioner. If necessary, can initiate the request in the Absence Management module. (With the exception of Educational/ Professional Development Leave, Personal Unpaid Leave or Medical Non FMLA where the approval is communicated via OFA or UHR and Central Leave Administrator enters the request in OneUSG Connect.)
- **Office of Faculty Affairs (OFA):** reviews faculty requests for educational and professional development leave, unpaid personal leave, or medical non-FMLA leave and forwards to the Provost for review. Notifies the Central Leave Administrator, Employee, Dean's Office, and Department HR Practitioner of the Provost's decision.
- **University Human Resources (UHR):** reviews staff requests for educational and professional development leave and unpaid personal leave, and forwards them to the Associate Vice President of Human Resources for review. Notifies the Central Leave Administrator, Employee, and Department HR Practitioner of the Associate Vice President of Human Resources' decision.
- **OneUSG Connect Support:** the USG-level unit that performs final processing of Extended Leave requests to convert the absence to payable time.

Key Process Steps

1. **Know whether an employee is eligible for Extended Leave and what type of leave is appropriate for their circumstance.**
 - When an Employee wants to request an Extended Leave, they should first make sure that they are eligible for Extended Leave by reviewing UGA leave policies. In extended leave situations, documentation (such as a medical evaluation or military orders) will be required to support the request. Please review the UGA leave policies to learn what documentation will be required.
 - **Faculty who wish to request an Educational and Professional Development Leave, Personal Unpaid Leave or Medical Non FMLA Leave** must first contact their supervisor and complete the required forms found on the [Faculty Leave of](#)

- [Absence](#) site. Faculty should be mindful of the deadlines for requesting educational and professional leave, noted above and in the [Leave Policy](#).
- **Staff who wish to request an Educational and Professional Development Leave or Personal Unpaid Leave** must first contact their supervisor and submit the extended absence request within OneUSG Connect to begin the process.
- 2. Employee submits the Extended Leave Request in OneUSG Connect.**
- To begin the process of requesting an extended leave, the employee logs in to the Employee Self Service (ESS) module in OneUSG Connect and navigates to the **Time and Absence** tile -> **Extended Absence Request**.
 - Enter or use the Calendar icon to enter the **Start Date** for the extended leave and the **Expected Return Date**.
 - Use the Absence Name dropdown menu to choose the type of Extended Leave:
 - Bone Marrow Donation/Organ Donation
 - Military
 - Educational or Professional Development Leave
 - FMLA (Intermittent/Continuous)
 - Medical Non FMLA
 - Workers Comp
 - Parental Leave
 - Personal (unpaid)

If you are unsure of which leave type to choose, consult with your Departmental HR Practitioner, or contact University HR. Remember that supporting documentation will be required. The Central Leave Administrator will contact the Employee to discuss the required documentation. For more information on how to complete this task, see Employee Self Service tutorials under the OneUSG Connect (HR/Payroll) Topics in the [OneSource Training Library](#).

- Click on **Submit** when you are ready to submit this request.

Note: In certain circumstances, if the employee is unable to enter an extended leave request, the Department HR Practitioner should contact University HR (Central Leave Administrator) to enter an extended leave request for the employee.

3. The submitted Extended Leave request is routed to the Central Leave Administrator in University HR for review and approval.

Extended Leave requests are managed in the Absence Management module by the Central Leave Administrator. The Central Leave Administrator will review the request, communicate with the employee (if necessary to request documentation or verification) and the Department HR Practitioner, and approve or deny the Extended Leave request.

The usual steps are as follows:

- The Central Leave Administrator accesses the request in the Absence Management module of OneUSG Connect.
- The Central Leave Administrator evaluates the request and notifies the Department HR Practitioner of the request. For information on the different types of Extended Leave, the policies that govern them, and the documents that might be required, visit the [HR Department Leave](#) pages.
- The Central Leave Administrator contacts the employee to discuss the request and obtain the proper documentation from the employee.
- The employee submits the required documentation.
- **For Faculty Educational and Professional Leave, Personal Unpaid Leave or Medical Non-FMLA Leave** requests, the Office of Faculty Affairs (OFA) will notify the Central Leave Administrator, Employee, Dean's Office and Department HR Practitioner of the Provost's decision. At that time the Central Leave Administrator will enter the approved request for educational/ professional leave or personal unpaid leave in OneUSG Connect.
- **For Staff requests for Educational and Professional Leave and Personal Unpaid Leave**, the Central Leave Administrator will review the required forms and supporting documentation provided by the staff member, which includes the recommendation of the department and Associate Vice President of Human Resources prior to determining whether to approve or deny the request.
- The Central Leave Administrator approves or denies all requests for Extended Leave in OneUSG Connect.

4. **The Central Leave Administrator notifies the Employee and the Department HR Practitioner that the request has been approved or denied.**

The employee will receive notification of extended leave approval or denial from the Central Leave Administrator via email. If the Extended Leave request is approved, an email notification will include the relevant details regarding the leave request, including the type of leave that was approved and the dates of the leave. The Departmental HR Practitioner will receive a notification from the Central Leave Administrator containing the type of leave and the dates of the leave.

- If the Leave is approved for a **Continuous FMLA event**, University HR will update the employee's Job Data in OneUSG Connect.
- If the Leave is approved for an **Intermittent FMLA event**, University HR will grant the employee the intermittent leave entitlement. Once the employee has been granted the FMLA intermittent entitlement, they can go into ESS and

choose FMLA Intermittent from the Regular Absence types to record the intermittent leave that they take.

5. Once the Extended Leave request is approved in OneUSG Connect, OneUSG Connect Support completes the Extended Leave processing to convert the absence to payable time.

Relevant Resources

List of resources and links:

- [Office of Human Resources – Leave](#)
- [OFA Faculty Leave of Absence](#)
- [UGA Academic Affairs Policy Manual – Leaves](#)
- [Official UGA Leave Policies](#)
- [OneSource Training Library](#)

Extended Leave Cascading Rules

OneUSG Connect will use the Extended Leave Cascading Rules Matrix when an extended absence request is entered into the system. The rules in the matrix align with University System of Georgia Board of Regents policy.

ABSENCE MATRIX	#	Leave Type	Buckets	Drop Down on Timesheet	Cascading	Carryover	Limits	Periodic Accrual
EXTENDED ABSENCES	1	EA - Military	MDP18 / 00MIL	N - Adm	No Cascade	NO	144	No
	2	EA - Other	TBD	N - Adm	Follow VAC	NO	1 Year	No
	3	EA - Medical/Non FMLA	Non-FMLA / 00SIC	N - Adm	Follow SIC	NO	1 Year	No
	4	EA - Edu/Prof/ Dev Leave	Educational Professional Development Leave	N - Adm	No Cascade	NO	1 Year	No
	5	EA - Personal	Personal / 00PER	N - Adm	Follow VAC	NO	1 Year	No
	6	EA - Workers Comp	TBD	N - Adm	Follow SIC	NO	N/A	No
	7	EA - Long Term Disability	LTD / 00SIC	N - Adm	Follow SIC	NO	until age 65	No
	8	EA - Short Term Disability	STD / 00SIC	N - Adm	Follow SIC	NO	11 Weeks	No
	9	EA - FMLA	FMLA / 00SIC	N - Adm	Follow FMLA Intm	Rolling	480	No
	10	EA - FMLA UNPAID	FMLA / 00SIC	N - Adm	NO	Rolling	480	No
	11	EA - Bone Marrow Donation		N - Adm	NO	NO	7 Days	No
	12	EA - Organ Donation		N - Adm	NO	NO	30 Days	No



Approval

Name	Date
Baileigh Barnes	December 2018
UHR	October 2021
OFA	October 2021