



Revision Responsibility: Director of Human Resources

Responsible Executive Officer: Vice President for Finance and Administration

Source/Reference: [TBR Policy 5:01:01:01](#) [TBR Policy 5:01:01:10](#) [TBR Guideline P-060](#)
[TBR Policy 5:01:01:03](#) [TBR Policy 5:01:01:11](#) [TBR Guideline P-061](#)
[TBR Policy 5:01:01:04](#) [TBR Policy 5:01:01:12](#) [TBR Guideline P-062](#)
[TBR Policy 5:01:01:05](#) [TBR Policy 5:01:01:13](#)
[TBR Policy 5:01:01:06](#) [TBR Policy 5:01:01:14](#)
[TBR Policy 5:01:01:07](#) [TBR Policy 5:01:01:15](#)
[TBR Policy 5:01:01:08](#) [TBR Policy 5:01:01:17](#)
[TBR Policy 5:01:01:09](#) [TBR Guideline P-020](#)

PURPOSE

To define various categories of employee leave, establish eligibility for leave and appropriate use of leave.

POLICY

I. General

Columbia State will adhere to Tennessee Board of Regents (TBR) policies and guidelines relative to leave. Relevant policies and guidelines are listed below, and are incorporated into this policy by reference herein.

| Policy or Guideline Name & Link | Policy or Guideline Name & Link |
|---|---|
| Policy 5:01:01:01 Annual Leave | Policy 5:01:01:11 Days of Administrative Closing |
| Policy 5:01:01:03 Leave of Absence | Policy 5:01:01:12 Voting Leave |
| Policy 5:01:01:04 Military Leave | Policy 5:01:01:13 Educational Leave |
| Policy 5:01:01:05 Civil Leave | Policy 5:01:01:14 Family, Medical and Service Member Leave |
| Policy 5:01:01:06 Leave Transfer Between The State University and Community College System and State Agencies | Policy 5:01:01:15 Transfer of Sick Leave Between Employees |
| Policy 5:01:01:07 Sick Leave | Policy 05:01:01:17 Disaster Relief Service Leave |
| Policy 5:01:01:08 Parental Leave | Guideline P-060 Formation and Operation of Faculty Sick Leave Banks |
| Policy 5:01:01:09 Bereavement Leave | Guideline P-061 Formation and Operation of Staff Sick Leave Banks |
| Policy 5:01:01:10 Holidays | Guideline P-062 Faculty Sick Leave |

II. Scheduling Leave

A. Annual Leave

All annual leave requests are subject to the discretion of the requesting employee’s supervisor, who is responsible for planning the work under his or her control, and should be approved only at such times as the employee can best be spared. To facilitate the planning process and to increase the likelihood of approval, it is suggested that employees submit requests for annual leave at least three days in advance for less than two days of leave and two weeks in advance for leave requests exceeding two days.

B. Other Leave

Leave other than annual leave should be scheduled ahead of time to the extent reasonable and possible.

PROCEDURES

I. Requesting Use of Leave

Use of leave should be requested using the following forms:

| Leave Type | Link to Form |
|-------------------------------|--|
| Annual Leave | Request for Leave Form |
| Leave of Absence | |
| Military Leave | |
| Civil Leave | |
| Sick Leave | |
| Bereavement Leave | |
| Voting Leave | |
| Educational Leave | |
| Disaster Relief Service Leave | |
| Family & Medical Leave | |
| Parental Leave | Written request for parental leave |

Additional supporting information as required by the specific policy involved should be submitted along with the appropriate form. Leave must be taken in increments of “tenths of hours.”