

Revision Responsibility: Director of Human Resources

Responsible Executive Officer: Vice President for Financial & Administrative Services

Source/Reference:

[TBR Policy 5:01:01:01 Annual Leave](#)

[TBR Policy 5:01:01:03 Leave of Absence](#)

[TBR Policy 5:01:01:04 Military Leave Policy](#)

[TBR Policy 5:01:01:05 Civil Leave](#)

[TBR Policy 05:01:01:06 Leave Transfer Between The State University & Community College System & State Agencies](#)

[TBR Policy 05:01:01:07 Sick Leave](#)

[TBR Policy 05:01:01:08 Parental Leave](#)

[TBR Policy 05:01:01:09 Bereavement Leave](#)

[TBR Policy 05:01:01:10 Holidays](#)

[TBR Policy 05:01:01:11 Days of Administrative Closing](#)

[TBR Policy 05:01:01:12 Voting Leave](#)

[TBR Policy 05:01:01:13 Educational Leave](#)

[TBR Policy 05:01:01:14 Family, Medical, and Servicemember Leave](#)

[TBR Policy 05:01:01:15 Transfer of Sick Leave Between Employees](#)

[TBR Policy 05:01:01:17 Disaster Relief Service Leave](#)

[TBR Guideline P-060 Formation & Operation of Faculty Sick Leave Banks](#)

[TBR Guideline P-061 Formation & Operation of Non-Faculty Sick Leave Banks](#)

[TBR Guideline P-062 Faculty Sick Leave](#)

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.

TBR Policy 5:01:01:01 Annual Leave	TBR Policy 05:01:01:11 Days of Administrative Closing
TBR Policy 5:01:01:03 Leave of Absence	TBR Policy 05:01:01:12 Voting Leave
TBR Policy 5:01:01:04 Military Leave Policy	TBR Policy 05:01:01:13 Educational Leave
TBR Policy 5:01:01:05 Civil Leave	TBR Policy 05:01:01:14 Family, Medical, and Servicemember Leave
TBR Policy 05:01:01:06 Leave Transfer Between The State University & Community College System & State Agencies	TBR Policy 05:01:01:15 Transfer of Sick Leave Between Employees
TBR Policy 05:01:01:07 Sick Leave	TBR Policy 05:01:01:17 Disaster Relief Service Leave
TBR Policy 05:01:01:08 Parental Leave	TBR Guideline P-060 Formation & Operation of Faculty Sick Leave Banks
TBR Policy 05:01:01:09 Bereavement Leave	TBR Guideline P-061 Formation & Operation of Non-Faculty Sick Leave Banks
TBR Policy 05:01:01:10 Holidays	TBR 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	Columbia State Policy 04:05:00 - Appendix A - 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	TBR Form A - Request for FMLA

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."

Revised: October 29, 1993; July 29, 2002 (new policy format); January 2006 (to incorporate revisions in TBR policies approved by the TBR Board on December 2, 2005); February 2010 (repair links to TBR and CSCC; Redesign tables); September 23, 2011(new policy format and updated titles): April 7, 2014 (updated links to TBR)