



Revision Responsibility: Executive Director of Human Resources

Responsible Executive Officer: President

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	FMLA Request Form
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."