

# Educational Support Leave

## Overview

**Who is eligible?** Full time, regular faculty and staff

**What does the policy provide?** 8 hours of paid Educational Support Leave (ESL) each calendar year

**When can it be used?** To be absent from duties during normal work hours for one of the purposes described below

**Where can it be used?** At a school or school function of the employee's choosing (early care through higher education; public, private, and home school included)

**Why is it being provided?** For the purpose of promoting education, student achievement, academic support, volunteerism, and to supplement work-life balance for employees

### **Policy guidelines:**

- Employees may not receive pay for the volunteer services being rendered while using ESL
- Employees must receive prior approval from their supervisor to use ESL. Supervisors may use their discretion to deny requests based on operational needs. In consultation with HR, supervisors may also deny use of ESL for reasons such as unsatisfactory work performance.
- Employees may not use ESL for any political purpose.
- ESL does not rollover into subsequent calendar years, has no cash value, will not be paid out if unused, and cannot be used in place of sick leave or as vacation time.
- Policy link: [http://www.usg.edu/hr/manual/education\\_support\\_leave](http://www.usg.edu/hr/manual/education_support_leave)

### **Some examples of use of ESL:**

- Participate in classroom activities, such as reading to a class or presenting on career day
- Tutor students (without receiving compensation)
- Proctor exams
- Attend award events, recognition ceremonies, or graduation exercises
- Volunteer for field day or chaperone field trips
- Attend open house functions and parent/teacher conferences

## Frequently Asked Questions

- **Can I take ESL in increments?** Yes, your 8 hours of ESL does not have to be taken all at once.
- **Can I take ESL for purposes of my own education?** No, ESL is intended for volunteering to support student achievement or enrich the academic experience of others.
- **Does my child have to attend the school where I am volunteering?** No, employees may opt volunteer at the school of a loved-one but ESL can be used to volunteer at any school of your choosing.
- **How do I request use of ESL?** Email your supervisor in advance stating the date, times, & nature of the ESL
- **Do I need to provide documentation of how I used my ESL time?** In order not to increase administrative burden for supervisors and HR, your written description when requesting use of ESL will generally be sufficient documentation. However, written verification from a school official may be required as determined appropriate by your supervisor in consultation with HR.
- **Can I use ESL to help my child study?** No, study time and project completion work are not in line with the intent of the ESL policy. In general, ESL should be used to be in attendance at the school or at an off-site location where a school function is being held.
- **How do I report use of ESL?** Eligible employees will see the available ESL hours in their eTime accruals reporting profile and can enter ESL hours used on their time report in the same manner as sick and vacation hours.