

Policy Source: Gwinnett Tech	Owner: Vice President of Human Resources	Effective: 2023
Division: Human Resources	Reviewed: 6/2023	

4..5.4p GT Leave Request Approval Procedure

Leave requests for greater than two weeks, and/or request for leave without pay (outside of the Family and Medical Leave Act (FMLA)) must receive approval from the President of the college prior to an employee taking the requested leave.

Procedure

1. All requests must be sent in writing to the Vice President of the employee's division and CC the Vice President of Human Resources.
2. Employees requesting leave for greater than two weeks must have accumulated the requested amount of leave at the time of the request.
3. If the Vice President approves the request, it will be forwarded to the President for final review.
4. The employee will receive communication from the Vice President of the employee's division and CC the Vice President of Human Resources on the final decision regarding the leave request.