

Augusta University

Policy Library

Accrual and Use of Annual Leave Policy

Policy Manager: Human Resources

POLICY STATEMENT

Augusta University adopts the USG Policy on Annual Leave.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- ☐ Alumni ☒ Faculty ☐ Graduate Students ☐ Health Professional Students
☒ Staff ☐ Undergraduate Students ☐ Vendors/Contractors ☐ Visitors
☐ Other:

DEFINITIONS

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PROCESS & PROCEDURES

This policy establishes the policy for annual leave for USG and ensures adherence with the applicable laws, policies, and procedures.

REFERENCES & SUPPORTING DOCUMENTS

USG Policy on Annual Leave -

- https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Annual_Leave_Time_Away_from_Work.pdf

RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 11/20/2025

President, Augusta University

Date: 11/20/2025

Office of Legal Affairs Use Only

Executive Sponsor: VP, Human Resources

Next Review: 11/2030