



Policy Source: Gwinnett Tech	Owner: Vice President of Human Resources	Effective: 2023
Division: Human Resources	Reviewed: 6/2023, 2/2026 Revised: 2/2026	

#### **4.5.4p GT Leave Request Approval Procedure**

Leave requests for greater than two (2) weeks, and/or requests for Leave Without Pay (LWOP) 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. Request Submission**

All requests must be submitted in writing to the HR Director, with a copy (CC) to the Vice President of Human Resources.

##### **Requests must include:**

- Requested leave dates
- Reason for the leave
- Type of leave (paid or LWOP)
- Supporting documentation, if applicable
- Any additional information necessary for review

##### **2. Leave Balance Requirement**

Employees requesting leave exceeding two (2) weeks must have sufficient accrued leave available at the time of submission, unless requesting approved LWOP.

##### **3. Approval Process**

Upon review and approval by the Vice President of Human Resources, the request will be forwarded to the President of the College for final approval.

##### **4. Final Decision Notification**

The employee will receive written notification from the Office of Human Resources, issued by the Vice President of Human Resources and/or the HR Director, regarding the final decision.