



Leave – Civil (6.22.4)

PURPOSE

The purpose of this policy is to establish the criteria and process regarding civil leave for employees at Tennessee State University.

POLICY

Please refer to [TBR Policy 5:01:01:05, Civil Leave](#), for the most recent information.

PROCEDURE

All personnel requiring Civil Leave should provide their supervisor with timely notification and proper documentation of such leave for the necessary payroll processing and recordkeeping.

REFERENCE

TBR Policy [5:01:01:05](#)

Updated 7/2014