

Griffin-Spalding County Schools Leave Glossary

Purpose: This glossary provides short, plain-language definitions for common leave terms. It is intended to help Leanne recognize employee wording and answer in everyday HR language.

Use note: These definitions support general answers only. They should not be used to decide an employee's individual eligibility, leave balance, pay impact, documentation sufficiency, or approval outcome.

Term	Synonyms / related wording	Short definition
Absence management system	absence system; time management system	The district system employees use to enter certain leave requests or absences when required by GSCS procedure.
Accrued leave	earned leave; available leave	Leave an employee has earned and may be able to use. Sick leave and vacation leave are not advanced unless a rule specifically allows it.
Accumulated sick leave	sick leave balance; banked sick leave	Unused sick leave carried from one fiscal year to the next, subject to GSCS maximum accumulation rules.
Adoption placement	adoption; placement for adoption	A qualifying event that may support FMLA leave and, for eligible employees, Georgia Paid Parental Leave.
Approval	approved leave; supervisor approval	Permission required before an employee may use certain leave. Approval depends on the type of leave and the facts of the request.
Benefits-eligible employee	benefit-eligible employee	An employee covered by GSCS employee leave rules.
Bereavement leave	funeral leave; death in family	Use of available sick leave for an absence caused by a death in the employee's immediate family.
Bone marrow donation leave	bone marrow donor leave	Paid leave of up to seven days for bone marrow donation for transplantation. This leave is not deducted from available sick leave.
Call-in protocol	absence notice; report an absence	The local process an employee must follow when an absence is necessary. Employees are responsible for contacting their supervisor before the start of the workday unless they are on an approved leave of absence or otherwise directed.
Certification	medical certification; doctor paperwork	Documentation from a health care provider that may be required to support certain medical leave requests, including FMLA requests.

Child for FMLA	son or daughter; child	For FMLA illness-related leave, a child generally means a child under 18, or a child who is incapable of self-care because of a mental or physical disability or is on dependent student status under GSCS language.
Continuous leave	block leave; leave all at once	Leave taken in one continuous block instead of separate blocks of time.
Covered active duty	active duty; call to active duty	A military deployment status that may support FMLA qualifying exigency leave when the military member is the employee's spouse, parent, son, or daughter.
Covered servicemember	servicemember; military member	A current servicemember or qualifying veteran whose serious injury or illness may support FMLA military caregiver leave for an eligible family member.
Emergency Disaster Relief Leave Donation Bank	disaster relief leave bank; emergency leave donation bank	A leave donation bank for eligible full-time employees who experience a qualifying catastrophic disaster and meet the requirements for disaster relief leave.
Family and Medical Leave Act	FMLA; family medical leave	A federal law that provides unpaid, job-protected leave for eligible employees for qualifying family, medical, and military family reasons.
Family member for FMLA	FMLA family member; spouse, child, or parent	For most FMLA medical leave, the covered family members are the employee's spouse, child, or parent. Military family leave has its own family-member rules.
Fiscal year	July 1 to June 30; school fiscal year	The July 1 through June 30 period used for some GSCS leave rules, including vacation leave.
FMLA leave year	12-month FMLA period; FMLA year	The 12-month period used to measure FMLA entitlement. GSCS measures the period forward from the day the employee's first FMLA leave begins.
Foster-care placement	foster placement	A qualifying event that may support FMLA leave and, for eligible employees, Georgia Paid Parental Leave.
Georgia Paid Parental Leave	PPL; paid parental leave; parental leave	Paid leave available to eligible employees for the birth, adoption, or foster-care placement of a child.

		Eligible employees may receive up to six weeks, or 240 hours.
Health benefits during FMLA	benefit continuation; insurance during FMLA	Under FMLA, group health benefits continue under the same conditions as if the employee had not taken leave. Employees remain responsible for their required share of coverage costs.
Immediate family	family for sick leave; family for bereavement	For GSCS sick leave and bereavement purposes, immediate family includes spouse, parent, children, grandparents, grandchildren, certain spouse relatives, son-in-law, daughter-in-law, step-parents, siblings, and any relative living in the employee's residence.
Intermittent leave	leave in separate blocks; reduced schedule leave	Leave taken in separate blocks of time instead of all at once. For FMLA, intermittent leave is available when medically necessary and may also apply to certain military family leave reasons.
Jury duty	jury summons; jury service	Leave for jury service. Employees should follow GSCS procedures and provide required documentation such as a summons when applicable.
Leave form	leave paperwork; Google Form; request form	A form or document that may be required for a leave request. Required GSCS leave forms should be provided by Human Resources.
Leave of absence	approved extended absence	An approved extended period away from work for medical or certain other reasons. Leave requests are evaluated individually.
Leave without pay	LWOP; unpaid leave; unpaid personal leave	Approved time away from work without pay. GSCS allows a request for up to two days per year for personal reasons.
Maternal Birthing Leave	MBL; maternal leave; birthing leave	Leave available to eligible birth mothers following the birth of a child. It provides up to 120 hours beginning immediately after birth.
Medical certification	doctor certification; health care provider certification	Medical documentation that may be required to support FMLA or other medical leave. GSCS may require certification for FMLA and may require a physician's certificate for sick leave absences in certain situations.

Military caregiver leave	caregiver leave; servicemember care leave	FMLA leave that may allow an eligible employee to take up to 26 workweeks in a single 12-month period to care for a covered servicemember with a serious injury or illness.
Military family leave	FMLA military leave; military FMLA	FMLA leave for certain family needs related to covered military service. It includes qualifying exigency leave and military caregiver leave.
Military leave	ordered military duty; military service leave	Leave related to military duty, with employment and reinstatement rights as provided by law and paid leave for certain periods.
No cash value	not paid out; no payout	A term used for some leave benefits, such as Georgia Paid Parental Leave, meaning unused leave is not paid to the employee as money.
Organ donation leave	living organ donor leave	Paid leave of up to 30 days for organ donation for transplantation. This leave is not deducted from available sick leave.
Parent for FMLA	mother; father; parent	For FMLA, parent generally means a biological, adoptive, step, or foster parent, or someone who stood in loco parentis to the employee when the employee was a child. Parent does not include parent-in-law under the federal FMLA definition.
Personal leave	personal day; personal reason leave	Up to three days for personal reasons when approved in advance by the employee's supervisor. Personal leave is charged against accumulated sick leave.
Physician certificate	doctor note; physician statement	A medical statement that GSCS may require for certain sick leave or medical leave absences.
Professional leave	conference leave; professional learning leave	Leave that may be approved for job-related professional learning, conferences, workshops, district initiatives, evaluation goals, or work-related duties.
Qualifying exigency leave	deployment leave; military exigency leave	FMLA leave for certain needs related to a spouse, parent, son, or daughter being on covered active duty or called to covered active duty.
Reduced schedule leave	reduced hours; part-time leave	A leave schedule that reduces the

		employee's usual number of working hours per day or per week.
Return-to-work release	fitness for duty; release to return	Certification from a health care provider that may be required before an employee returns from certain medical leave.
Serious health condition	serious illness; serious medical condition	An illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
Sick Leave Bank	leave bank; sick bank	A voluntary bank of donated sick leave that allows participating employees to apply for pooled sick leave when a temporary catastrophic illness lasting more than 15 days exhausts the employee's own sick leave before the employee can return to work.
Spouse sick leave donation	donate leave to spouse	An employee may donate up to 10 days of sick leave to a spouse who also works for GSCS, to be used under sick leave rules.
Unpaid medical leave after FMLA	medical leave without pay; extended unpaid medical leave	A possible unpaid leave after FMLA for employees who meet the requirements and cannot return because of a qualifying medical necessity.
Vacation leave	vacation days; annual leave	Leave earned by eligible 12-month employees. Eligible employees earn one day per month, up to 12 days per year, and may accumulate up to 24 days.
Voting leave	SB129 voting; time off to vote	Leave of up to two hours for eligible full-time employees for early voting or Election Day voting, using the district process and supervisor instructions.
Work calendar	employee calendar; workdays	The annual GSCS reference that shows job classifications, number of workdays, scheduled off days, holidays, flexible summer work information when applicable, and first and last days of the work schedule.
Workers Compensation	workers comp; work injury	A benefit or process that may apply to a job-related injury or illness. Leave and pay questions involving a specific claim should be handled through Human Resources.