

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Leave

Number: 8.002.03

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Department of
Responsibility: Human Resources

Authorization:

President

Date Approved: February 8, 2010

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Last Reviewed: February 20, 2024

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. Sick Leave

It is the policy of Orangeburg-Calhoun Technical College to grant sick leave to all eligible employees in accordance with sick leave guidelines of the State of South Carolina State Human Resources Regulations and will comply with State and Federal guidelines.

II. Annual Leave

It is the policy of Orangeburg-Calhoun Technical College to grant annual leave to all its eligible employees in accordance with the annual leave guidelines of the South Carolina State Human Resources Regulations and will comply with State and Federal guidelines.

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III. Faculty Non-Work Days

It is the policy of Orangeburg-Calhoun Technical College to grant faculty non-work days to eligible employees in accordance with the guidelines of the South Carolina State Human Resources Regulations and will comply with State and Federal guidelines.

IV. Other Leave with Pay

It is the policy of Orangeburg-Calhoun Technical College that court leave, voting leave, short-term military training, and funeral leave shall be considered as leave with pay in accordance with the South Carolina State Human Resources Regulations.

V. Leave Transfer Pool

It is the policy of Orangeburg-Calhoun Technical College that eligible employees may voluntarily transfer portions of their sick, annual or faculty non-work leave balances to a leave pool. It shall also be the policy of Orangeburg-Calhoun Technical College that eligible employees may withdraw sick, annual or faculty non-work leave from sick and annual leave pools.

VI. Leave without Pay

It is the policy of Orangeburg-Calhoun Technical College that eligible employees may request leave without pay for an extended illness or by special permission from the College President. Leave without pay requests will be considered only when an employee has exhausted all applicable leave. All leave without pay must have the prior approval of the College President.