

HORRY GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 3.1.16.1  
Related Policy: 3.1.16  
Title: College Operating Schedule  
Responsibility: Vice President, Human Resources and Employee Relations

Date Approved: 04-03-2002  
Last Cabinet Review: 07-22-2015  
Last Revision: 07-22-2015

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President

## 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 AGENCY.**

### I. Normal Working Hours

Normal working hours for all Full-time equivalent (FTE) employees are 37.5 hours per week. All employees have regular work hours assigned upon employment with the College and changes must be approved by the appropriate Vice President or President if applicable.

### II. Four ½-Day Work Schedule

The 4 ½-Day work schedule is a flexible operating schedule that allows the College to better serve the students, save energy and minimize travel and commuter problems associated with heavy weekend traffic. This procedure outlines the guidelines for the 4 ½-Day workweek schedule for all employees. Teaching faculty will be provided guidelines regarding the calendar, faculty schedules, and faculty loading guidelines, faculty office hours and employment agreements for each Academic Year.

- A. The normal College operating hours for the Four ½ -Day Work Schedule are 7:45 a.m. – 5:00 p.m. Monday through Thursday, and 8:00 a.m. – 12:30 p.m. on Friday. The schedule provides for a one-hour lunch break Monday through Thursday, but no lunch break on Friday.
- B. All offices, which typically provide evening services to the public, will maintain evening hours until 7:00 p.m. Monday through Thursday, and until 12:30 p.m., on Friday. (Special

hours may be observed as needed during Registration.) These offices include, but are not limited to Enrollment Development, Financial Aid, Career Services and Counseling, Records, Assessment, Continuing Education, Student Accounts and Telecommunications.

- C. Due to the possibility of varying work schedules, the supervisor of each respective department will be responsible for assigning personnel to work schedules to accommodate the service needs of the College. If some service are required to be opened at times outside the normal College operating hours, flexible scheduling may be required.
- D. The standard schedule may be adjusted to accommodate those employees with specific hardships, with approval of the supervising Vice President or President if applicable.
- E. Annual Leave and Sick Leave Request
  - 1. When an employee submits a Sick Leave or Annual Leave request, it will be necessary to indicate Working Hours for that day(s) on the Leave Request Form.
  - 2. If a request is for a full day, Monday through Thursday, indicate 8.25 hours for the absence and 4.5 hours for the absence on Friday. If the leave request is for less than a full day, indicate the actual hours absent.
  - 3. For faculty, the information stated above would only be applicable for Sick Leave Request. It will not be necessary for faculty to submit paperwork for the designated Faculty Non-Work Days.