

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.3.1.1
Related Policy: 3.3.1
Title: Employee Absence
Authority: Title 59, Chapter 53, Sections 810 and following,
Code of Laws of South Carolina, As Amended
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 10-10-2001
Last Cabinet Review: 07-25-2017
Last Revision: 07-25-2017

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.

The following procedure shall be followed when an employee is absent from work.

Staff

Staff must notify his/her supervisor of their impending absence. Staff must notify their supervisor when he/she leaves campus during working hours (excluding lunch period) and when he/she returns.

Staff not informing their supervisor(s) of the absences in a timely manner may be subject to unauthorized leave, resulting in leave without pay and possible disciplinary action. The employee's supervisor or their designee will be responsible for submitting an employee Absentee Form for each hour of unapproved leave (Sick and/or Annual) to the Human Resources Department. The employee is responsible for completing a Leave Request Form immediately upon return to work.

Faculty

Faculty must notify his/her immediate supervisor of their impending absence. If the faculty member is unable to contact his/her immediate supervisor, they must utilize voice mail option and then contact the appropriate campus faculty secretary. If unable to contact either of the above, faculty must notify the front office of Grand Strand or Georgetown campuses to ensure

their classes are notified by the appropriate faculty secretary. Additionally, the faculty secretary should complete the Absentee Form and submit to supervisor and post Cancellation Notice at classroom and on WaveNet. The Absentee Form will then be forwarded to the Human Resources Department by the supervisor. The employee is responsible for completing a Leave Request Form upon immediate return to work.

Faculty who may be teaching at a high school site should also notify the High School Administrative Office so that a substitute teacher can be contacted.

Faculty who find it necessary to leave campus during their scheduled work hours when they are not scheduled for classes (excluding lunch period), must notify their immediate supervisor or faculty secretary.

Faculty who do not inform supervisors of their absences in a timely manner may be subject to unauthorized leave, resulting in leave without pay and possible disciplinary action.