

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.3.5.3
Related Policy: 3.3.5
Title: Funeral Leave for Death in Immediate Family
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 08-01-1994
Last Cabinet Review: 06-09-2017
Last Revision: 06-09-2017

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.

- A. An employee in a full-time equivalent (FTE) or eligible temporary grant position, upon request, will be granted up to three consecutive workdays of leave with pay on the death of any member of the employee's immediate family. Immediate family is defined as the spouse, great-grandparents, grandparents, parents, legal guardians, brothers, the spouse of brothers, sisters, the spouse of sisters, children, the spouse of children, grandchildren, or great-grandchildren of either the employee or the spouse.
- B. A Leave Request Form for funeral leave must be submitted to the supervisor stating the relationship to the employee and forwarded to Human Resources for recording and distribution.
- C. When a death in the employee's immediate family occurs while the employee is on annual or sick leave, leave for death in the immediate family will replace the annual or sick leave taken, for up to three (3) consecutive workdays. When a death in the employee's immediate family occurs while the employee is on an official holiday, the employee will be entitled to the holiday and to the three (3) consecutive workdays of leave with pay.
- D. Leave Records

The College shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave requests. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the

system will be considered the required signature of the employee and supervisor.
Employees shall be able to view and print the leave records.

Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.