

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.3.5.4
Related Policy: 3.3.5
Title: Voting Leave
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) position or eligible temporary grant position, who lives at such distance from assigned work location as to preclude voting outside working hours may be authorized a maximum of two hours of leave with pay for the purpose. An employee must submit a Leave Request Form to his/her supervisor prior to the absence. Check "Other" on the Leave Request Form and indicate Voting Leave. To work at the polls during elections, an employee must be on authorized (annual leave, other paid leave as applicable or Leave without Pay (LWOP)).
- B. 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 request. 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 the S.C. Code Ann. 8-11- 30 and may be subject to disciplinary action up to and including termination.