

PROCEDURE

Number: 3.3.5.6
Related Policy: 3.3.5
Title: Faculty Non-Work Days Procedure
Responsibility: Vice President, Human Resources and Employee Relations

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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.

Faculty includes all college personnel whose primary responsibility is direct classroom instruction or a combination of instructional, supervisory and/or management responsibilities in direct support of instruction. Professional librarians are considered to be faculty and are subject to the provisions of this procedure.

I. Faculty Non-Work Day Earnings

Faculty do not accrue annual or holiday leave. In lieu of the accrual of annual leave and in recognition of approved State holidays, provisions are made to grant full-time Faculty, in full time equivalent, (FTE) inclusive of probationary Faculty, a minimum of 172.50 hours (23 non-work days), per thirty-nine (39) week academic term (fall and spring semesters), inclusive of holidays(as observed by the college). In addition, as system to grant bonus non-work days.

Bonus Non-Work Day Earnings

Ten (10) years but less than fifteen (15) years of continuous State Service* - 180.00 hours (24 days);

Fifteen (15) years but less than twenty (20) years of continuous State Service* - 187.50 hours (25 days);

Twenty (20) or more years of continuous State Service* - 195.00 hours (26 days).

*These hours are granted based on the number of continuous State Service Years with the Technical College System and are awarded as of the beginning of the fall semester.

II. Working on a Designated Faculty Non-Work Day (FNWD)

With prior approval of a completed Faculty Non-Work day Hours Form, Faculty members can elect to work and add FNWD hours designated on the academic calendar, when the college is open. Please Note: A FNWD day designated as college-closed day on the Academic calendar cannot be worked.

III. Librarians

Librarians are granted a minimum of 28 days (23 per 39 weeks + 5 for summer term) at the beginning of the academic year in August. These 28 days converted to hours equates to 210.

Librarians will be granted Faculty non-work day hours, a minimum of 210 hours (28 days) up to a maximum of 232.50 hours (31 days) (as outlined in Section I) minus the total Faculty Non-Work Day hours designated on the academic calendar when the college is closed.

IV. Using and Scheduling Leave

A. Faculty

Faculty can take available faculty non-work day leave, on a non-instructional day (*Administrative Day designated on the academic calendar), with the approval of their immediate supervisor. Faculty can request faculty non-work day leave during instructional time, due to extenuating circumstance, with note provided outlining circumstance and with the approval of the immediate supervisor. All faculty non-work day leave shall be requested in advance via email.

B. Librarians

Librarians can take available faculty non-work day leave with approval from their immediate supervisor. All faculty non-work day leave shall be requested in advance via email.

C. It is the responsibility of the Faculty member and/or librarian to enter and submit their leave report via the automated leave system.

D. Faculty and Librarians are exempt positions and therefore, not eligible for compensatory time.¹²

¹²Please refer to the HGTC Overtime Procedure, 3.2.4.1 for more information regarding Compensatory time

V. Maximum Carry Forward

Non-work days not designated in the academic calendar and not taken as leave by the end of the academic term, as well as, approved time worked on faculty non-work day(s) when the college is open, may be carried forward as outlined below.

- A. Faculty and librarians may carry forward up to 37.5 hours (5 days) unused non-work days each academic year up to a maximum of 337.50 hours (45 days). Once carried forward, accumulated non-work hours (days) may only be taken with the approval of the immediate supervisor, via email, as outlined in Section IV. Faculty members that move to another faculty position within the SCTCS without a break in service shall transfer earned and/or banked faculty non-work days.
- B. It is the responsibility of the faculty member and librarians to be good stewards of their leave time in compliance of the procedure.

VI. Substitution

Faculty may request substitution of scheduled work hours for Faculty non-work day hours as prescribed in the academic calendar. This request should be limited to circumstances beyond one's control that prevents a Faculty member from adhering to his/her schedule. For circumstances other than emergencies, Faculty should complete the Leave Request Form at least two weeks prior to the request, noting in the Leave Request Form "Substitution" and indicating which Faculty non-work day is being substituted for a working day. For emergencies, the form should be completed as soon as possible.

Please Note: A day designated as a College Closed Day on the Academic calendar cannot be substituted.

VII. Summer Term Faculty Non-Work Days

Full-time Faculty who are employed during the summer term(s) are granted non-work days at the rate of .385 days per week worked, not to exceed 37.50 hours days as designated in the Academic Calendar.

Librarians are granted 37.5 hours (5 non-work days) for the summer term in August at the beginning of the academic year. Reference Section III above.

VIII. Faculty Hired or Terminated after the Beginning of Academic Term

When calculating the number of non-work hours for Faculty employed after the beginning of the fall term, or when a Faculty member terminates employment, the College shall determine the eligible non-work hours based on the pre-defined academic calendar.

Upon termination of employment with the College, or if a Faculty member moves to a non-Faculty position within the Technical college system, the Faculty member shall be paid in lump sum for Faculty non-work hours accumulated or "banked", and the payout shall not exceed

337.50 hours (45 days) for full-time Faculty in permanent positions. Leave credit is determined as of the last day of work.

Faculty members may voluntarily donate Faculty unused non-work hours to an institutional non-work day pool from which other Faculty members may request withdrawal for catastrophic or severely debilitating personal or family medical emergencies. The donation and use of non-work days shall be in accordance with the provisions of Horry-Georgetown Technical College's Leave Transfer Program procedure.

IX. Other Leave with Pay for Faculty

Other leave with pay for Faculty will be administered in accordance with the respective College procedures for sick leave, family sick leave, adoption leave, organ donor leave, voting leave, jury leave, elections, volunteer blood drives, bone marrow donations, court leave, short term military training, and death in immediate family.