

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 3.3.5.7  
Related: 3.3.5  
Related Policy: Other Leave Types  
Title: American Red Cross Certified Disaster Service Leave,  
Blood Drive and Donation Leave, Bone Marrow Donor Leave,  
Organ Donor Leave and Administrative Leave  
Responsibility: Vice President, Human Resources and Employee Relations  
  
Original Approval Date: 05-26-2004  
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Last Revision: 07-25-2017

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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.**

Leave taken under this procedure may qualify as Family and Medical Leave Act (FMLA) leave and, if so, will run concurrently.

All employees in a full-time equivalent (FTE) position or eligible temporary grant positions shall be granted other leave with pay as outlined:

### **I. American Red Cross-Certified Disaster Service Leave**

An employee who is a certified disaster service volunteer for the American Red Cross may use up to 10 days of paid leave in a calendar year to participate in specialized disaster relief services with the approval of the College President or their designee. This leave is in addition to other leave to which the employee is entitled.

### **II. Blood Drive and Donation Leave**

- A. Colleges may periodically arrange volunteer blood drives for their employees. The blood drives may be held at the times and places as may be determined by the College head. The agency's employees are permitted to participate in the blood drive during their work hours without using sick and annual leave.
- B. An employee desiring to donate blood at a time, other than a College arranged volunteer blood drive, must be excused from work by their College during the employee's regular

work hours for the purpose of making the donation without prejudice to the employee and no leave or makeup time may be required. Any employee desiring to donate blood should notify their agency of the scheduled date and the amount of time needed for the donation as far in advance as may be practicable. The College may deny the employee's request for time to donate if the absence of the employee would create an extraordinary burden on the College. In considering the employee's request, the College shall take into consideration such factors as the necessity and type of blood donation, and any other factor the College considers appropriate. The College may, as a condition of approving the request, require the employee to provide documentation of the donation.

### **III. Bone Marrow Donor Leave**

An employee who works an average of twenty (20) hours or more a week, and who seeks to undergo a medical procedure to donate bone marrow may be granted bone marrow donor leave with pay. The total amount of paid leave may not exceed forty (40) work hours unless a longer length of time is approved by the College President. Such leave may require verification by a healthcare practitioner of the purpose and length of each request. If a medical determination finds that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee before that medical determination is not forfeited.

### **IV. Organ Donor Leave**

All officers and employees of the State who wish to be an organ donor and who accrue annual or sick leave as part of their employment are entitled to leaves of absence from their respective duties without loss of pay, time, leave, or efficiency rating for one or more periods not exceeding an aggregate of thirty (30) regularly scheduled workdays in any one calendar year during which they may engage in the donation of their organs. Saturdays, Sundays, and State holidays may not be included in the thirty (30) day aggregate unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled workday for the officer or employee involved. The officer or employee must show documentation from the attending physician of the proposed organ donation before leave is approved that confirms that the employee is the donor.

### **V. Administrative Leave**

An employee who is physically attacked while in the performance of official duties and suffers bodily harm as a result of the attack must be placed on administrative leave with pay by the College rather than their earned sick leave. The period of administrative leave per incident may not exceed one hundred and eighty (180) calendar days. Denial of the use administrative leave will be grounds for review by the SC Department of Administration's Division of State Human Resources (DSHR) upon request of the employee. Administrative review by DSHR will be final.

### **VI. 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.