

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 3.3.5  
Title: Other Leave  
Authority: Title 59, Chapter 53, Sections 810-860 of the  
1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 01-14-1993  
Last Cabinet Review: 07-25-2017  
Last Revision: 07-25-2017

---

Chairperson

## 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.**

It is the policy of Horry-Georgetown Technical College that, court leave, voting leave, organ donor, American Red Cross Certified Disaster Service Leave, blood drive and donation, bone marrow donor, extended disability, worker's compensation, military leave, administrative leave, and Family Medical Leave Act (FMLA) leave for all eligible employees, shall be granted in accordance state and federal laws and regulations.

All leave procedures will be subject to review and audit by the State Board for Technical and Comprehensive Education (SBTCE) and SC Department of Administration's Division of State Human Resources to ensure compliance with applicable State and Federal requirements.