

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number:	3.3.1.1
Related Policy:	3.3.1
Title:	Employee Absence
Authority:	Title 59, Chapter 53, Sections 810 and following, Code of Laws of South Carolina, As Amended
Responsibility:	Vice President, Human Resources and Employee Relations
Original Approval Date:	10-10-2001
Last Cabinet Review:	06/23/2021
Last Revision:	06/23/2021

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.

The following procedure shall be followed when an employee is absent from work.

Staff

Staff must notify their supervisor of their impending absence. Staff must notify their supervisor when they leave campus during working hours (excluding lunch period) and when they return. The employee is responsible for completing their Leave Report by the end of the month.

Staff not informing their supervisor(s) of the absences in a timely manner may be subject to unauthorized leave, resulting in leave without pay and possible disciplinary action.

Faculty

Faculty must notify their immediate supervisor of their impending absence. Faculty must also notify the applicable Academic Administrative Assistant to ensure their classes are notified. Additionally, the applicable Academic Administrative Assistant should post Cancellation Notice at classroom and on the College Portal. The employee is responsible for completing their Leave Report by the end of the month. In the case of unforeseen absences, the employee's immediate supervisor must notify the Human Resources Administrative Assistant on the employee's 5th consecutive day of absence.

Faculty who may be teaching at a high school site should also notify the High School Administrative Office so that a substitute teacher can be contacted.

Faculty who find it necessary to leave campus during their scheduled work hours when they are not scheduled for classes (excluding lunch hour), must notify their immediate supervisor and Academic Administrative Assistant.

Faculty who do not inform supervisors of their absences in a timely manner may be subject to unauthorized leave, resulting in leave without pay and possible disciplinary action.