

**Williamsburg Technical College  
PROCEDURE**

**SECTION C – HUMAN RESOURCES MANAGEMENT**

Title <b>HAZARDOUS WEATHER AND EMERGENCY LEAVE</b>	Number <b>C-12.1</b>
Division of Responsibility <b>President</b>	Approval Date Page <b>1/21/2021 1 of 2</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>C-12.1</b> Date <b>5/24/10</b>

**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. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY-RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

Williamsburg Technical College will follow the guidelines contained in the State Board for Technical and Comprehensive Education (SBTCE) Procedure 8-3-105.1 concerning Hazardous Weather and Emergency Leave. State Board policies and procedures may be viewed on the System Office website at [www.sctechsystem.edu](http://www.sctechsystem.edu).

In the event of a declaration of emergency by the Governor during hazardous weather or other specified emergency conditions, Williamsburg Technical College, under the guidance of the Governor's office, will follow the closings and delays as decided by the local county government offices as our declarations of emergency.

In cases where a declaration of emergency has been issued by the local county officials, all offices shall be closed and no employee, with the exception of essential personnel, as decided by the President, shall report to work. Employees deemed essential by the College President, will be notified should they need to report to work during a declaration of emergency.

In the cases where hazardous weather prevails and there has not been a declaration of emergency by the Governor, the College President may delay or cancel classes or close the College in the interest of personal safety. The College President and their designee(s) will ensure that appropriate announcements are made through various media outlets regarding College closures.

Time lost due to Hazardous Weather or Declarations of Emergency will be made up utilizing one of the following alternatives, subject to supervisory approval:

1. Make up the time lost from work at a time scheduled by the employing department and approved by the President.
2. Use of Annual Leave for Employees and FNWD's for Faculty
3. Take Leave without Pay.

In keeping with the General Appropriations Act, the Governor may waive the requirements to make up time lost due to inclement weather. This decision is separate from the declaration and the College

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President, while authorized to close the College, may not excuse employees from the time lost due to Hazardous Weather.

Supervisors are expected to communicate with their employees to ensure the safety and wellbeing of all employees during a Hazardous Weather or Emergency Declaration event.