

**Williamsburg Technical College  
PROCEDURE**

**SECTION C – HUMAN RESOURCES MANAGEMENT**

Title <b>ANNUAL LEAVE</b>	Number <b>C-6.1</b>
Division of Responsibility <b>Administration and Finance</b>	Approval Date Page <b>1/21/2021 1 of 2</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>C-6.1</b> Date <b>2/3/14</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 State Board for Technical and Comprehensive Education (SBTCE) Procedure 8-3-100.1 concerning accrual and use of annual leave. State Board policies and procedures may be viewed on the System Office website at [www.sctechsystem.edu](http://www.sctechsystem.edu). In addition, the following procedures will apply at the College.

**I. Leave Recording**

- A. All non-exempt employees are required to complete a time sheet to their supervisor in a timely manner. The supervisor should review the time sheet for accuracy ensuring that the employee has accounted for at least 37.5 hours during the work week and that any time worked over 40 hours for the work week is listed at Compensatory Time. The time sheets must be submitted to Human Resources no later than three business days after the end of the pay period. In addition, non-exempt employees must complete a time sheet whenever leave or holiday time taken.
- B. Any discrepancies should be discussed with HR.

**II. Using and Scheduling Leave**

- A. All leave must be requested and approved using the online South Carolina Technical College System leave system.
- B. A completed leave request will be submitted through the leave system sufficiently in advance of the intended leave period to allow for an orderly substitution of personnel or other necessary scheduling. In case of emergency, this advance approval requirement may be waived and the

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leave procedure handled upon the return of the employee to work, subject to the following provisions:

1. The employee must notify the appropriate supervisor, to include Vice President and President as appropriate, of the absence prior to or immediately after scheduled reporting time for work.
2. In these cases, the leave request will be submitted in the leave system no later than the day of return to duty.