

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION C – HUMAN RESOURCES MANAGEMENT**

<p>Title</p> <p align="center"><b>OTHER LEAVE TYPES</b></p> <p><b>LEGAL AUTHORITY: SECTION 59-53-20 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA, AS AMENDED; SECTION 19-712 OF THE STATE HUMAN RESOURCES REGULATION, AS AMENDED; 29 CFR 825.100 ET.SEQ.</b></p>	<p align="center">Number <b>C-9</b></p>
<p>Division of Responsibility</p> <p align="center"><b>Administration and Finance</b></p>	<p>Date      Page <b>8/17/20    1 of 1</b></p>
<p>Approval</p> <p>President</p> <p>_____</p> <p>Commission Chair</p> <p>_____</p>	<p>Supersedes Policy No.   <b>C-9</b> Date <b>2/3/14</b></p>

**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.**

It is the policy of Williamsburg Technical College that court leave, voting leave, military leave, funeral leave for death in the immediate family, American Red Cross Certified Disaster Service Leave, blood drive and donation, bone marrow donor, organ donor, extended illness, workers compensation, administrative leave, and Family and Medical Leave Act (FMLA) for all eligible employees shall be granted in accordance with applicable state and federal laws and regulations. In addition, the College will comply with Policy 8-3-103 of the State Board for Technical and Comprehensive Education (SBTCE) Policy Manual concerning Other Leave Types.

State Board policies and procedures may be viewed on the System Office website at [www.sctechsystem.edu](http://www.sctechsystem.edu).