

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.3.8
Title: Leave for Educational Purposes
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: 09-09-1993
Last Cabinet Review: 06-09-2017
Last Revision: 06-09-2017

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.

Horry-Georgetown Technical College encourages its employees to further their education so that they become more proficient in their present position and/or prepare themselves for opportunities for advancement within the College.

Employees are encouraged to schedule classes during off-duty hours whenever possible; however, an employee's working hours may be adjusted with approval of the appropriate Vice President with final approval of the President prior to adjusting an employee's normal working hours. When a desired class cannot be scheduled during off-duty hours and it is not feasible to adjust work scheduled in this way, permanent full-time employees may be allowed to take annual leave or may be granted leave without pay in order to attend classes.