

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 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: 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.

When employees are planning to be absent, they must notify their supervisor in advance. For unplanned absences, employees should notify their supervisor as soon as possible. Employees not informing supervisors of their absences in a timely manner may be subject to unauthorized leave, resulting in leave without pay and possible disciplinary action.