

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: FACULTY NON-WORK DAYS

POLICY  
REFERENCE NUMBER: 8-3-101

DIVISION OF  
RESPONSIBILITY: Human Resource Services

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DATE OF LAST REVISION: June 12, 2014

**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 SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM 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.**

Faculty includes all college personnel whose primary responsibility is direct classroom instruction or a combination of instructional, supervisory and/or management responsibilities in direct support of instruction. Professional librarians are considered to be faculty and are subject to the provisions of this procedure.

- I. Faculty do not accrue annual leave or holiday leave. Full-time faculty in FTE positions are granted twenty three (23) non-work days, per thirty-nine (39) week academic term (Fall and Spring semesters) inclusive of holidays (as observed by the college). In addition, a system to grant bonus non-work days is as follows:

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10 years but less than 15 years of continuous SCTCS FTE service	1 additional day;
15 years but less than 20 years of continuous SCTCS FTE service	2 additional days;
20 or more years of continuous SCTCS FTE service	3 additional days;

Non-work days are granted based on the number of continuous service years with the South Carolina Technical College System (SCTCS) and are awarded as of the beginning of the fall term. A number of faculty non-work days are scheduled within the institutional academic calendar in keeping with institutional policy and procedures. Faculty are required to observe the scheduled non-work days, unless specific prior approval is granted by the Chief Academic Officer/designee. Non-work days not scheduled in the academic calendar may be used as emergency or personal leave days with prior approval of the appropriate official(s) in accordance with institutional policy and procedures. Non-work days not scheduled in the academic calendar and not taken as emergency or personal leave days by the end of the academic term may be carried forward in accordance with Section II of this procedure.

Full-time faculty who are employed during the summer term(s) are granted additional non-work days at the rate of .385 days per week worked, not to exceed five (5) days. When determining the appropriate number of eligible non-work days for faculty working pro-rata (less than full-time) during the summer term(s), colleges should also provide pro-rata non-work days.

When calculating the number of eligible non-work days for faculty employed after the beginning of the fall term or when a faculty member terminates employment, the following options are available:

- a) colleges may determine the eligible non-work days based on the pre-defined academic calendar; or,
- b) colleges may also use a formula of twenty-three (23) non-work days/thirty-nine (39) weeks = .59 (for each week worked). Bonus days are not included in the percent but are added to the total days that the formula provided.

Faculty are awarded days based on this formula and are paid according to this formula when they terminate their employment with the college.

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Non-work days taken are subtracted from the eligible days when determining eligible days upon termination.

When developing internal procedures, colleges must clearly identify the method used to determine non-work days.

**NOTE:** Incumbent academic division chairpersons/deans and librarians whose leave provisions were governed by SBTCE Procedure #8-3-100.1 prior to fall quarter 1991 shall continue to be governed by such procedure so long as they remain in the same faculty position.

**II.** Faculty may carry forward up to five (5) unused non-work days each academic year up to a maximum of forty-five (45) days. Once carried forward, accumulated non-work days may only be taken with the written approval of the College President or designee.

Upon a faculty member's separation from the SCTCS or if a faculty member moves to a non-faculty position within the SCTCS, a lump sum payment will be made for banked and unused non-work days, not to exceed forty-five (45) days. Upon the death of a faculty member while in active service the estate of the deceased faculty member shall be entitled to the lump sum payment not to exceed forty-five (45) days.

**III.** Faculty members may voluntarily donate unused non-work days to a non-work day pool from which other faculty members may request withdrawal for catastrophic or severely debilitating personal or family medical emergencies. The donation and use of non-work days shall be in accordance with the provisions for the annual leave pool set forth in the SBTCE Employee Leave Transfer Program Procedure.

**IV.** At the discretion of the College President, deans/chairs and librarians may have flexibility when scheduling non-work days. However, the non-work days must be used or banked before the beginning of the new academic year.

**V.** Other leave with pay for faculty will be administered in accordance with the respective SBTCE procedures for sick leave, family sick leave, adoption leave, organ donor leave, voting leave, jury leave, elections, volunteer blood drives, bone marrow donations, court leave, short term military training, and death in immediate family.