

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

**PROCEDURE NUMBER:** 8-3-103.4

**PAGE:** 1 of 2

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**TITLE:** FUNERAL LEAVE FOR DEATH IN THE IMMEDIATE FAMILY

**POLICY REFERENCE NUMBER:** 8-3-103

**DIVISION OF RESPONSIBILITY:** Human Resource Services

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**DATE OF LAST REVISION:** June 09, 2017

**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.**

1. An employee in a full-time equivalent (FTE) or eligible temporary grant position, upon request, shall be granted up to three (3) consecutive work days of leave with pay on the death of any member of the employee's immediate family. Immediate family is defined as the spouse, great grandparents, grandparents, parents, legal guardians, brothers, spouse of brothers, sisters, spouse of sisters, children, and spouse of children, grandchildren, and great grandchildren of either the employee or the spouse.

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## PROCEDURE

**PROCEDURE NUMBER:** 8-3-103.4

**PAGE:** 2 of 2

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2. Each employee requesting funeral leave due to death in the immediate family shall submit a statement, to the appropriate authority, stating the name of the deceased and relationship to the deceased.
3. When a death in the employee's immediate family occurs while the employee is on annual or sick leave, leave for death in the immediate family will replace the annual or sick leave taken, for up to three (3) consecutive work days. When a death in the employee's immediate family occurs while the employee is on an official holiday, the employee will be entitled to the holiday and to the three (3) consecutive work days of leave with pay.

4. Leave Records

The System Office/college shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave requests. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employees shall be able to view and print the leave records.

Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. Code Ann. § 8-11-30 and may be subject to disciplinary action up to and including termination.