

COLLEGE of CHARLESTON

OFFICIAL POLICY

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE OF CHARLESTON. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE 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.

9.3.14

Other Leave Options

10/1/2026

Policy Statement

The College of Charleston provides certain leave options in addition to annual leave, sick leave, and holidays. This policy establishes the College's administration of these leave options in accordance with applicable law and South Carolina State Human Resources Regulations.

Policy Manager and Responsible Department or Office

The Vice President for Human Resources and the Office of Human Resources are responsible for the administration of this policy.

Policy

1. Purpose

The College of Charleston provides certain leave options in addition to annual leave, sick leave, and holidays. This policy establishes the College's administration of these leave options in accordance with applicable law and South Carolina State Human Resources Regulations.

2. General Administration

Unless otherwise provided by applicable law, State Human Resources Regulations, or a specific provision of this policy, *Other Leave Options* are generally available to leave-eligible employees in permanent FTE, Temporary Grant, and Time-Limited positions.

Eligibility may vary by leave type based on the employee's position, work schedule, and applicable law.

Employees should request leave in advance whenever practicable and provide required documentation. Leave taken under this policy may qualify as Family and Medical Leave Act (FMLA) leave and, when applicable, will run concurrently with FMLA leave.

Employees who provide notice of resignation or retirement are generally expected to remain at work during the notice period. Use of annual, sick, or other paid leave during the notice period is generally not permitted unless authorized by the supervisor. Approved leave does not extend the separation date.

3. Administrative Leave

An employee in an FTE position who is physically attacked while performing official duties and suffers bodily harm as a result must be placed on administrative leave with pay rather than sick leave. Administrative leave for an incident may not exceed 180 calendar days.

Denial of administrative leave may be reviewed by the Division of State Human Resources (DSHR) at the employee's request.

4. American Red Cross Certified Disaster Service Leave

A state employee who is a certified American Red Cross disaster service volunteer may use up to 10 days of paid leave in a calendar year to participate in specialized disaster relief services with approval of the appropriate College designee.

5. Blood Drive and Donation Leave

Employees may be permitted to participate in a blood drive (College-sponsored or external) during work hours without using annual or sick leave.

Employees must provide notice to their supervisor of the scheduled donation and amount of time needed for the donation as far in advance as practicable. The College may deny the request if the absence would create an extraordinary burden and may require documentation of the donation.

6. Bone Marrow Donor Leave

An employee who works an average of at least 20 hours per week and undergoes a medical procedure to donate bone marrow may be granted paid leave of up to 40 work hours, unless a longer period is approved by the President or designee.

The College may require verification from a health care practitioner of the purpose and length of the leave. Leave granted before a determination that the employee does not qualify as a donor will not be forfeited.

7. Civil Air Patrol Leave

Effective October 1, 2026, eligible employees may receive paid Civil Air Patrol leave in accordance with the Civil Air Patrol Leave Act, Chapter 23 of Title 25 of the SC Code of Laws.

Civil Air Patrol leave is available to full-time and part-time employees regardless of position type or duration, including FTE, Temporary Grant, and Time-Limited employees. The State is considered a single employer for purposes of this leave.

Employees who are Civil Air Patrol members must provide required membership information and documentation to the College within the timeframes established by law and applicable State guidance.

Emergency Service Operations: Employees may receive up to 30 regularly scheduled workdays of paid leave per calendar year for qualifying emergency service operations.

Training and Proficiency: Employees may receive up to 10 regularly scheduled workdays of paid leave per calendar year for qualifying Civil Air Patrol training and proficiency activities.

Up to five days from one leave category may be used for the other category when the employee has exhausted the applicable balance, subject to a maximum of 35 days for emergency operations, 15 days for training, and 40 combined days per calendar year.

Civil Air Patrol leave does not require the employee to exhaust other available leave first. The annual allotments are available upon hire, are not prorated, and unused leave expires at the end of the calendar year.

Leave may be denied when an employee's absence conflicts with a required emergency response role or when the employee is designated as essential and the absence would cause demonstrable harm or disruption.

Employees must provide required notice, approvals, and documentation and comply with applicable return-to-work requirements.

Employees exercising Civil Air Patrol leave rights are protected from discharge, reprimand, discrimination, or discipline for exercising rights under the law.

8. Court Leave

An employee summoned for jury duty will receive court leave with pay for the time required to serve and may retain jury fees and travel payments, as permitted by law. An employee is required to work the portion of the scheduled workday that remains after accounting for time required at

court, as arranged with the College.

An employee subpoenaed as a witness who will not receive personal gain from the litigation will receive court leave with pay for the time required and may retain applicable witness fees and travel expenses.

An employee who is a victim of or witness to a crime and is required to attend court or obtain an order of protection or restraining order will receive court leave with pay as provided by law.

Court leave does not apply to personal litigation. Attendance as a College representative, at official mediation or mediation-arbitration, or before the State Employee Grievance Committee in an official capacity is considered work time.

9. Death in Immediate Family

An employee will be granted up to three consecutive workdays of leave with pay following the death of an immediate family member.

Immediate family includes the employee's spouse and the employee's or spouse's great-grandparents, grandparents, parents, legal guardians, siblings and their spouses, children and their spouses, grandchildren, and great-grandchildren.

The College may require a statement identifying the deceased and the employee's relationship to the deceased.

10. Extended Disability Leave

Under the Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA), and other applicable law, certain extended impairments may be protected as disabilities and may require reasonable accommodation. In some cases, leave may be a reasonable accommodation. Determinations will be made on a case-by-case basis. If approved, this leave will be unpaid unless paid leave is available for use by the employee in accordance with College policy.

Before approving leave as a reasonable accommodation, the College will require certification from a health care practitioner to a reasonable degree of medical certainty, addressing:

1. The date the disability commenced;
2. The probable duration and return date; and
3. Appropriate medical facts and work limitations.

The College may require amended or additional documentation or additional medical opinions.

If an employee or health care practitioner identifies the disability as long-term, the College may suggest that the employee contact PEBA regarding potential benefits.

Employees should also refer to the College's applicable FMLA and disability accommodation

policies and procedures.

11. Hazardous Weather and Emergency Leave

When the Governor declares a state of emergency or orders state offices closed due to hazardous weather, the Governor may issue an executive order authorizing up to five days of paid leave for employees who do not work because of the emergency or hazardous weather.

When paid leave is not authorized, employees who do not report, report late, or are dismissed early must use annual leave, compensatory time (if any), or leave without pay for scheduled hours not worked. The College will provide the option to make up the hours at a time determined by the College.

The College may require employees to work remotely to the extent possible to maintain College operations during a campus closure. Essential employees may be required to report to work on campus during a closure to help ensure the safety and security of students, facilities, and the campus.

12. Leave Without Pay

Except when required by applicable law, leave without pay (LWOP) is discretionary and is not an employee entitlement. Approval will be based on the reason for the request, duration, operational impact, ability to provide coverage, prior leave usage, and other relevant circumstances. Faculty LWOP may also be subject to applicable provisions of the Faculty/Administration Manual.

LWOP is an authorized period of absence during which an employee does not receive compensation from the College. An employee may be placed in LWOP status when an otherwise authorized absence is not fully covered by available paid leave, including when the employee has exhausted available paid leave or has exceeded the annual limit on annual leave use. LWOP may apply for other circumstances authorized by law or College policy, including:

- Medical or family circumstances, including leave that qualifies under the Family and Medical Leave Act (FMLA);
- Personal reasons;
- Extended military leave;
- Educational or professional development;
- Hazardous weather or emergency situations;
- Workers' compensation-related absences; or
- Other circumstances authorized by applicable law or College policy.

Approval and Notice

LWOP may be requested by an employee and must be approved by the appropriate supervisor and

department head. Employees must provide advance notice of the need for LWOP, when practicable. Supporting documentation may be required.

Leave without pay that qualifies as FMLA leave will run concurrently with FMLA leave.

Employees who have been approved to use LWOP remain State employees while on leave and, when required by applicable law, will be returned to the same position or a comparable position for which they are qualified.

Benefits and Leave Accrual

Employees on LWOP are subject to applicable requirements regarding employee benefits. Employees are responsible for their portion of insurance premiums in accordance with applicable benefit plan requirements. Employees in LWOP status that is not protected by FMLA or military leave may be required to pay both the employee and employer portions of health and dental insurance premiums. All required premiums must be paid to the College by the deadline established by PEBA. Failure to pay required premiums by the deadline may result in cancellation of coverage for nonpayment.

Employees in LWOP status who are not in an applicable stability period under the Affordable Care Act (ACA) may not be eligible to maintain active group insurance coverage and may be eligible to elect COBRA continuation coverage, unless otherwise provided by applicable law or the terms of the applicable benefit plan. Protected leave, including FMLA and military leave, will be administered in accordance with applicable law and benefit plan requirements.

Employees in LWOP status for more than half of the workdays of the month will not accrue annual or sick leave. Employees in LWOP status on the day before a holiday are not eligible to receive holiday pay.

Employees should consult with Human Resources regarding potential impacts of LWOP on insurance coverage, leave accrual, retirement, service credit, and other employment-related benefits.

Involuntary Leave Without Pay

Employees may be placed on involuntary LWOP pending the outcome of an investigation or as a disciplinary suspension pursuant to the College's *Code of Conduct and Disciplinary Actions Policy*.

Return to Work and Unauthorized Absence

Employees who do not return to work on the approved date and have not received written approval for an extension may be placed in unauthorized-absence status. Failure to report to work and failure to contact the College for three consecutive workdays may be considered a voluntary resignation based on abandonment of position, consistent with applicable College policies and procedures.

Specific requirements governing FMLA, military leave, workers' compensation, hazardous weather and emergency leave, and other types of leave are addressed in the applicable College policies and

procedures.

13. Military Leave

Employees who are members of the South Carolina National Guard or a reserve component of the United States Armed Forces are entitled to military leave in accordance with applicable State and federal law.

Short-Term Military Leave: Eligible employees may receive up to 15 regularly scheduled workdays of paid military leave in any one year for military training or other duties ordered by appropriate military authority. Multiple periods may be used during the year. Saturdays, Sundays, and State holidays are not counted unless they are regularly scheduled workdays. The applicable one-year period may be the calendar year or, for duties performed on a military fiscal-year basis, the military unit's fiscal year.

Emergency Military Service: Employees may receive up to 30 additional regularly scheduled workdays of military leave for emergency service.

Combat Zone: A full-time State employee on active duty in a combat zone who has exhausted available military leave may receive up to 30 additional workdays of paid military leave in any one year, as provided by law.

Employees may use military leave, annual leave, compensatory time, leave without pay, or a combination, as permitted by law. Sick leave may be used only when the circumstances independently qualify for sick leave. Travel outside the period covered by military orders is not military leave. A State holiday that falls on a regularly scheduled workday remains a holiday and is not charged as military leave.

The College will not deny an employee's lawful military orders. Military leave must be supported by appropriate military orders or other official documentation.

Long-Term Military Service: Employees performing qualifying military service other than short-term training are entitled to the protections provided by applicable State and federal law, including applicable seniority, reemployment, and job protection requirements. Generally, State military leave protections apply for up to five years of qualifying service, subject to statutory exceptions and federal law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA).

14. Organ Donor Leave

An employee who accrues annual or sick leave and donates an organ is entitled to paid leave totaling no more than 30 regularly scheduled workdays in a calendar year.

The employee must provide documentation from the attending physician confirming that the employee is the donor before leave is approved.

15. Voting Leave

There is no State or federal requirement to provide leave for voting. The College may authorize up to two hours of paid leave when extenuating circumstances prevent an employee from voting while polls are open.

Employees who work at polling locations must obtain appropriate authorized leave.

16. Workers' Compensation Leave

When an employee experiences a work-related injury covered by workers' compensation and is not eligible for, or has exhausted, applicable paid administrative leave, the employee must elect how to use available leave and workers' compensation benefits.

The employee may elect to:

1. Use sick leave, annual leave, or both until exhausted and then receive workers' compensation benefits;
2. Receive workers' compensation benefits; or
3. Use sick leave, annual leave, or both on a prorated basis with workers' compensation benefits in accordance with the Department of Administration's formula.

Before making the election, the College will explain the effect of each option on future leave earnings. The election must be made in writing, signed by the employee and the individual providing the explanation, and is irrevocable for the injury.

Medical expenses related to an approved workers' compensation injury remain covered in accordance with applicable workers' compensation requirements.

17. Leave Records and Administration

The College will maintain records of Other Leave in accordance with State Human Resources Regulations, including the number of leave hours used during the current calendar year. Human Resources is responsible for interpreting and administering this policy and may establish procedures, forms, documentation requirements, and approval processes necessary to implement it. Where another College policy provides more specific requirements, that policy will control.

Departments/Offices Affected by the Policy

All departments and offices are affected by this policy.

Procedures Related to the Policy

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Related Policies, Documents or Forms

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| <ul style="list-style-type: none">• Annual Leave• Sick Leave• FMLA• Paid Parental Leave• Faculty/Administration Manual• State Human Resources Regulations |
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Issue Date: 10.1.26 Date of Policy Revision:	Next Review Date: 10/1/2031
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POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 9.3.14

President or
Chairman, Board of Trustees



Date: 9.24.26