



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**POLICY: Other Leave Types**  
**Number: 5.4.3**

Responsibility: Human Resources  
Last Updated: February 21, 2023  
State Policy/Law: SBTCE Policy 8-3-103 Other Leave Types

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Commission Chair

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President

**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 OR THE TECHNICAL COLLEGE OF THE LOWCOUNTRY. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM AND THE TECHNICAL COLLEGE OF THE LOWCOUNTRY RESERVE 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.

The Technical College of the Lowcountry supports atypical leave, such as, jury duty, voting, military duty, organ donor, American Red Cross Certified Disaster Service, blood or bone marrow donation, extended illness, workers' compensation, and Family and Medical Leave Act (FMLA). Leave for all eligible employees shall be granted in accordance with applicable State and Federal laws/regulations. All leave procedures will be subject to review and audit by the SBTCE and the South Carolina Department of Administration's Division of State Human Resources to ensure compliance with applicable State and Federal requirements.

Procedures:

- 5.4.3.1 Court Leave (SBTCE 8-3-103.1)
- 5.4.3.2 Voting Leave (SBTCE 8-3-103.2)
- 5.4.3.3 Military Leave (SBTCE 8-3-103.3)
- 5.4.3.4 Funeral Leave for Death in the Immediate Family (SBTCE 8-3-103.4)
- 5.4.3.5 American Red Cross Certified Disaster Service Leave, Blood Drive and Donation Leave,

Bone Marrow Donor Leave, Organ Donor Leave and Administrative Leave (SBTCE 8-3-103.5)

5.4.3.6 Workers' Compensation Leave (SBTCE 8-3-103.6)

5.4.3.7 Extended Illness Leave (SBTCE 8-3-103.7)

5.4.3.8 Hazardous Weather and Emergency Leave (SBTCE 8-3-105.1)

5.4.3.9 Paid Parental Leave (SBTCE 8-3-107.1)