

# PROCEDURE

**Number:** 31-04.4  
**Title:** Faculty Non-Work Days and Bonus Days  
**Responsibility:** Human Resources  
**Original Approval Date:**  
**Last Cabinet Review:** 2/19/2025  
**Last Revision:** 2/26/2025

## Reference (Policy and/or Procedure)

**SBTCE:** Policy 8-3-101; Procedure 8-3-101.1

**FDTC:**

**Other:**

## Procedure Description

### 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.**

### I. PURPOSE

To define the guidelines and conditions for unclassified faculty to observe and accrue faculty nonwork days and bonus leave earnings.

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.

## **II. 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 based on continuous SCTCS FTE service is as follows:

10 years but less than 15 years—one (1) additional day; 15 years but less than 20 years—two (2) additional days; 20 or more years—three (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.

#### A. Personal Leave Days:

Personal leave may not be taken on days designated in the Academic Calendar as administrative professional meeting days. Generally, a faculty member's schedule allows enough flexibility for the faculty member to schedule any personal business without interfering with the instructional day. It is realized that on occasion, a faculty member may need to be away from their duties to take care of personal business that cannot otherwise be scheduled.

If personal leave is required, the faculty member must request approval for personal leave in advance through the appropriate Department Head. If the request is during instructional time, it must state the plan for course coverage and demonstrate there will be no negative impact on students or on instruction continuity. Approval is contingent upon adequate coverage of scheduled classes. Personal leave days must be taken in full day increments. Personal leave days taken must be reported in ELeave and approved within ELeave by the employee's supervisor.

## B. Emergency Leave Days:

In the event of an emergency, the faculty member should notify the appropriate supervisor as soon as possible in order to allow coverage of classes. It is the responsibility of the faculty member to keep the supervisor and Human Resources informed as to the nature of the emergency and the projected length of the absence. Upon return the faculty member must report the time taken into the on-line annual leave program (ELeave)

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.

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 approval of the College President or designee. Faculty members who move to another faculty position within the SCTCS without a break in service shall transfer earned and/or banked faculty non-work days.

II. 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.

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.

III. 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.

IV. Other leave with pay for faculty will be administered in accordance with the respective SBTCE procedures.