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THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

## **ATTENDANCE AND LEAVE**

### **1. PURPOSE**

### **2. REFERENCE**

### **3. POLICY**

#### **A. Attendance: Workweek Hours, Overtime and, Coffee Breaks:**

- 1) The normal workweek for employees at The Citadel is 37.5 hours of work per week. For recordkeeping purposes, the workweek begins at 12:01 AM on Sunday and ends at 12:00 AM (midnight) on Saturday.
- 2) Hours worked include all time that the employee is required to be on duty or at the prescribed workplace and all time during which the employee is permitted to work. This includes any bona fide work which the employee performs on or away from the premises, if the supervisor knows or has reason to believe that the work is being performed.
- 3) Under justified circumstances, a nonexempt employee may be allowed to work in excess of the normal workday and may be given time off during the same workweek at the rate of an hour for an hour to avoid working over 37.5 hours in a workweek.
- 4) Rest periods or "coffee breaks" of short duration must be counted as hours worked and are permitted at the discretion of the Department Head. Breaks will not be used to allow an employee to come in late, to leave early, or to extend the lunch period.
- 5) Regular work hours are from 8:30 AM until 5:00 PM; however, Managers and/or Department Heads have the authority to flex employees' hours to cover normal office hours, providing employees stay within the 37.5 hour work week.

#### **B. Leave Programs- Paid and Unpaid**

##### **1) Holidays:**

Thirteen (13) holidays are granted each year. All but four are taken during Christmas break when the school closes for approximately

eight (8) working days. (See Holiday Schedule Link at [www.citadel.edu/hr](http://www.citadel.edu/hr)).

## 2) Annual Leave

- a. A fulltime state employee working 37.5 hours per week will earn 9.375 hours per month or 15 days per year. After ten (10) years of service with the State, you will earn additional annual leave at the rate of 9.375 hours per year for each year above ten, which is converted to a monthly rate (10.156 hours, 10.937 hours, etc). The chart may be found at this address: <http://ohr.sc.gov/OHR/regs01/709.htm>
- b. Annual leave for a permanent part-time employee is prorated based on number of hours worked per week.
- c. No more than 337.5 hours (or 45 days) may be carried over from one calendar year to another.

## C. Sick Leave

- 1) A fulltime state employee working 37.5 hours per week will earn 9.375 hours per month or 15 days per year. This time may be used for personal illness and medical appointments. If you earn sick leave, you may use up to ten (10) days of sick leave annually to "care for" ill members of your immediate family. For the purpose of this policy only, immediate family is defined in the Sick Leave Act as the employee's spouse and children and the following relations to the employee or the spouse of the employee: mother, father, brother, sister, grandparent, legal guardian, and grandchildren. In such cases, sick leave may be granted for the same reasons that employees are granted use of sick leave.
- 2) Sick leave for an employee in a permanent parttime position is prorated based on the number of hours worked per week.
- 3) No more than 1,350 hours (180 days) may be carried from one calendar year to another.

## D. Leave Transfer Program (Donating Leave To Be Used By Other Employees):

The Leave Transfer Program allows you to voluntarily transfer sick and/or annual leave into The Citadel's leave transfer pool. This leave may be used by other employees for personal emergency situations.

E. Court Leave:

If summoned as a juror or subpoenaed as a witness, employee may be granted leave with pay except where the employee is engaged in litigation from which he or she benefits personally.

F. Election Leave:

You will be allowed up to two hours of leave with pay to vote if the distance is far enough away from the work station to preclude voting before or after work hours.

G. Grievance Committee Hearings:

Any employee in pay status appearing as a witness or in any other official capacity in a hearing before the State Grievance Committee shall be granted administrative leave with pay.

H. Military Leave:

If you are a member of the United States Armed Forces Reserves or the National Guard, you will be allowed 15 workdays of leave with pay for annual training. Thirty (30) additional days will be granted in the event of a declared emergency. A year refers to the calendar year or the fiscal year of the National Guard or Reserve component issuing the orders.

I. Death in Family:

You may be granted up to three consecutive working days off due to death of immediate family member of employee or the spouse. Immediate family includes your spouse and great grand parents, grandparents, parents, brothers, sisters, children, grandchildren or great grand children of either you or your spouse.

J. Blood Drives/Bone Marrow Donors:

You may participate in blood drives during your work hours without using accrued leave. The Citadel will, however, take into consideration such factors as type of blood donation and workload, when considering your request. If you work an average of 20 hours or more a week, you may be granted paid leaves of absence to donate bone marrow.

K. Leave Without Pay:

For any extended period of disability due to illness, injury or maternity, the employee may apply for leave without pay if the amount of accrued sick leave plus any paid leave that has been taken will not exceed 180 days.

L. Hazardous Weather and Emergency Leave Employees who do not report to work or who report to work late must use accrued annual or compensatory leave to make up time lost, take leave without pay, or be

allowed to make up time lost at a time to be scheduled by the department.

**M. Family Medical Leave Act (FMLA)**

Qualified employees under the Family and Medical leave Act (FMLA) are entitled to a maximum of 12 weeks of unpaid leave per year for the birth or adoption of a child, to care for a spouse or immediate family member with a serious health condition, or when unable to work because of a serious health condition. You may be able to substitute your earned leave for unpaid leave depending on your situation. For additional information on FMLA, refer to <http://www.citadel.edu/root/hr-forms>.

**4. COMPLIANCE**

**5. NOTES**

**6. RESCISSION**

FOR THE PRESIDENT:

OFFICAL

JOSEPH W. TREZ  
Colonel, US Army, Retired  
Director of The Citadel Staff