


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	LEAVE WITHOUT PAY	Procedure Number:	3-2-104.9 ATC
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-2-104		

Approved: 
President


Vice President of Administrative Services

Date Adopted: 08/02/2010
Date Revised:

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 AGENCY.

LEAVE WITHOUT PAY

The granting of a leave of absence with or without pay is based on request, submitted in writing via normal supervisory channels, and approved by the President. Any leave of absence must be approved in advance except in the case of emergencies that may occur due to illness/injury or personal problems.

Leave without pay may not be taken at the option of the individual employee. These conditions may qualify for leave without pay:

1. Extended disability (after sick leave balance is exhausted).
2. Extended military leave.
3. Disability absence covered by Worker's Compensation.
4. Absence due to hazardous weather.
5. Other personal problems, subject to approval from the President.