

**AIKEN TECHNICAL COLLEGE  
POLICY**

Policy Title:	FAMILY AND MEDICAL LEAVE ACT	Policy Number:	3-2-104
Institutional Authority:	President		
Associated SBTCE Policy:	8-3-102		
Associated ATC Procedure:	3-2-104.1		

Approved: *Arson A. Winsor* President                      *Joe W. DeLoe* Commission Chairperson

Date Adopted: 07/01/2004  
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.**

It is the policy of Aiken Technical College to provide eligible employees unpaid leave in accordance with the Family and Medical Leave Act. To ensure a fair and systematic procedure, by which eligible employees may take unpaid leave of absence for family and medical reasons, Aiken Technical College adopts the guidelines found in ATC procedure 3-2-104.1.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		