

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	FACULTY NON-WORK DAYS	Procedure Number:	3-2-102.1 ATC
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy/Procedure:	8-3-101; 8-3-101.1		
Governing ATC Policy:	3-2-102		

Approved:   
President

  
Chief Human Resources Officer

Date Adopted: 08/02/2010  
Date Revised: 01/23/2023

**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.**

**FACULTY NON-WORK DAYS**

1. Faculty members are permitted to use two (2) non-work days each semester (Fall and Spring) as Personal Leave days. These days may not be made up and are not in addition to the 23 non-work days granted.
2. Faculty members are required to take non-work days in full-day increments.
3. 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 banked (carried forward), accumulated non-work days may only be taken with the written approval of the Chief Academic Officer. Non-work days accrued in the summer term are not available to be banked (carried forward).