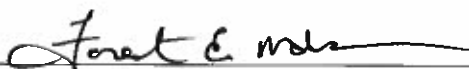


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	LEAVE WITHOUT PAY	Procedure Number:	3-2-104.9 ATC
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-2-104		

Approved:


President


Chief Human Resources Officer

Date

Adopted: 08/02/2010

Date

Revised: 01/18/2019

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

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

1. Extended military leave.
2. Absence covered by Worker's Compensation.
3. Absence due to hazardous weather.
4. Other personal situations, subject to approval from the President.