AIKEN TECHNICAL COLLEGE
PROCEDURE

<table>
<thead>
<tr>
<th>Procedure</th>
<th>FACULTY NON-WORK DAYS</th>
<th>Procedure Number</th>
<th>3-2-102.1 ATC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Authority:</td>
<td>Chief Human Resources Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associated SBTCE Policy/Procedure:</td>
<td>8-3-101; 8-3-101.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governing ATC Policy:</td>
<td>3-2-102</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved: [Signature]
President

[Signature]
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.

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. When banking a non-work day, the faculty member should complete the Faculty Non-Work Day Planner for each academic year. Once banked, 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).