

NUMBER: HR 1.18  
SECTION: Human Resources  
SUBJECT: Hazardous Weather and Emergency Leave  
DATE: August 1988  
REVISED: August 24, 2010  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Judy Owens  
Issued by: Division of Human Resources

---

**THE LANGUAGE USED IN THIS DOCUMENT IS NOT INTENDED TO CREATE AN EMPLOYMENT CONTRACT BETWEEN THE FACULTY, STAFF, OR ADMINISTRATIVE EMPLOYEE AND THE UNIVERSITY OF SOUTH CAROLINA. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY OF SOUTH CAROLINA RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. THE UNIVERSITY'S DIVISION OF HUMAN RESOURCES HAS THE AUTHORITY TO INTERPRET THE UNIVERSITY'S HUMAN RESOURCES POLICIES.**

---

I. Purpose of Policy

This document sets forth the University of South Carolina policy on hazardous weather and emergency leave for all employees including temporary and student employees, pursuant to regulations of the South Carolina Office of Human Resources.

II. Policy Statements

- A. "Emergency Condition" means circumstances that would expose University employees to harmful or unsafe conditions, as determined by the Governor's Office.

## B. Declaration of Emergency

1. The Governor has sole authority to excuse employees of State government from reporting to work during extreme weather or other emergency conditions. The Governor will issue a Declaration of Emergency stating that, because of extreme weather or other specified emergency conditions, employees should not report to work. Unless a Declaration of Emergency has been issued, all State government employees are expected to report for work.
2. A Declaration of Emergency may be applicable to all employees in the entire State, or only to those employees in one geographical region of the State, or a combination of geographical regions. Non-essential employees who live or work within the regions specified will not be expected to report to work and compensation will be determined in accordance with Section II. C. of this policy.
3. During a Declaration of Emergency, all essential and direct care services will be maintained. The President, Provost, vice presidents, chancellors and regional campus deans will identify essential employees by position, classification or internal title and will post a list thereof. To the extent possible, no change of the essential employee roster should be made after the Declaration of Emergency.
4. No provision of the Hazardous Weather and Emergency Leave policy will preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety.

## C. Compensation During Declaration of Emergency

1. If the Governor does not provide State employees with leave with pay, those who do not report to work or who report late during a Declaration of Emergency will use annual or compensatory leave, take leave without pay or be allowed to make up time lost from work.
2. Employees will be given the option of making up the time lost from work; however, the time will be made up and/or scheduled according to the business needs of the University.

## III. Procedure

### A. Notification - Regular Working Hours

1. Upon the communication of a Declaration of Emergency from the Governor's

Office, the South Carolina Emergency Management Division will notify each State agency.

2. Once University officials are notified of a Declaration of Emergency, the Vice President for Human Resources and the Vice President for Finance and Planning, or their designees, will implement necessary procedures for notifying all campuses of the University within the affected areas.

B. Notification – Off-Duty Hours

1. Between the hours of 5:00 p.m. and 8:00 a.m., all Declarations of Emergency will be transmitted by the Governor's Office to the news media.
2. Employees will assume individual responsibility for responding in an appropriate manner to closings as they may be announced.

IV. Reason for Revision

This policy revision updates the disclaimer statement and references to notification procedures for a Declaration of Emergency by the Governor during working hours as updated in State regulations. It also adds the stipulation that the Governor has the authority to grant State employees leave with pay during a Declaration of Emergency pursuant to Section 8-11-57 of the South Carolina Code of Laws.