

<b>ADMINISTRATIVE DIVISION</b> HR Division of Human Resources		<b>POLICY NUMBER</b> HR 1.21	
<b>POLICY TITLE</b> Educational Leave			
<b>SCOPE OF POLICY</b> USC System		<b>DATE OF REVISION</b> December 13, 2019	
<b>RESPONSIBLE OFFICER</b> Vice President for Human Resources		<b>ADMINISTRATIVE OFFICE</b> Division of Human Resources	

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## **PURPOSE**

This document sets forth the policy for educational leave to provide employees the opportunity to further their education and aid in the facilitation of potential opportunities for advancement within the University of South Carolina.

## **DEFINITIONS**

**Full-Time Equivalent (FTE):** A position authorized by the General Assembly which is expressed as a numerical value as a percentage of time in hours and of funds.

## **POLICY STATEMENT**

Educational leave provides employees the opportunity to further their education and aid in the facilitation of potential opportunities for advancement within the University of South Carolina.

University of South Carolina employees in FTE positions are eligible to request educational leave regardless of race, sex, gender, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.

These regulations do not affect sabbatical leave for teaching personnel and officials of academic rank.

### **A. Class/Work Scheduling**

Employees are encouraged to schedule classes during off-duty hours whenever possible; however, when a desired class cannot be scheduled during off-duty hours, the department may elect to adjust the employee's work schedule provided doing so will not interfere with the normal

and/or efficient operation of the department. For example, during the 8:30 a.m. – 5:00 p.m. schedule, the department may allow an employee to work 9:30 a.m. until 6:00 p.m. so that the employee may meet an 8:00 a.m. class.

When a class cannot be scheduled during off-duty hours and the department cannot feasibly adjust the work schedule of an employee, employees in FTE positions may be allowed, with the approval of the department chair or director, to take annual leave or be granted leave without pay in order to attend classes.

#### B. Class Load

It is recommended that employees take no more than one class during the workday; however, with the advance approval of the department chair or director, employees may be allowed to take two classes provided the time is made up or charged to leave.

#### C. Leave Without Pay for Educational Purposes

1. Any employee who is employed at least 30 hours per week and who has satisfactorily completed at least one year of continuous university employment during the current period of employment with the university is eligible to apply for educational leave without pay. Requests of leave without pay for educational purposes must be approved by the department chair or director, in accordance with university policy [HR 1.12 Leave Without Pay](#).
2. An employee must apply by submitting a letter of request, which indicates the purpose and inclusive dates of leave without pay, as outlined in the university policy [HR 1.12 Leave Without Pay](#). Approval may be authorized for educational leave without pay provided it is deemed advantageous and of benefit to the university as well as to the employee.

#### PROCEDURES

Procedures, forms, and general guidance related to this policy can be found on the USC Division of Human Resources website at <http://hr.sc.edu/>.

#### RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[State Human Resources Regulations 19-712.01, 19-716.02](#)  
[HR 1.12 Leave Without Pay](#)

#### HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
December 13, 2019	Updated to new format