

NUMBER: HR 1.21
SECTION: Human Resources
SUBJECT: Educational Leave
DATE: August 1988
REVISED: September 20, 2013
Policy for: All Campuses
Procedure for: All Campuses
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Issued by: Division of Human Resources

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I. Policy

- A. 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, pursuant to regulations of the South Carolina Human Resources Division. These regulations do not affect sabbatical leave for teaching personnel and officials of academic rank.
- B. University of South Carolina employees in FTE positions are eligible to request educational leave regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.

C. 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.

D. Class Load

It is recommended that employees take no more than one class during the work day; 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.

E. 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.

II. Procedure

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/>.

III. Reason for Revision

- Clarifies the eligibility and approval requirements for educational leave
- Updates position terminology