

**HAZARDOUS WEATHER LEAVE RECORDING**  
**Operational Procedures**  
**January 27, 2014**

**The language used in the University of South Carolina (USC) School of Medicine Operational Procedures is not intended to create an employment contract between employees and the University of South Carolina. The procedures do not create any contractual rights or entitlements. The USC School of Medicine reserves the right to revise the content of the procedures, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this document create any contract of employment. The University's Division of Human Resources has the authority to interpret the USC School of Medicine Operational Procedures.**

Section 8-11-57 of the SC Code of Laws allows the Governor to provide State employees up to five days of leave with pay for absences from work due to a declared state of emergency for hazardous weather. If the Governor does not provide leave for the hazardous weather, the State Human Resources Regulations provides three options for employees to account for the lost work time. Employees are 1) allowed to use annual or compensatory leave, 2) allowed to take leave without pay, or 3) allowed to make up time lost from work.

If an employee ignores a directive to leave the work site or to not report, time worked must still be counted as work time, but the employee may be subject to discipline in accordance with the USC progressive discipline policy. Time worked while the employee is on the premises must be counted as work time. If the Governor provides paid leave for the hazardous weather, essential employees who are required to work during a state of emergency will earn compensatory time on an hour for hour basis for the hours worked in addition to the hazardous weather paid leave. Compensatory time may be paid out or banked for non-exempt employees at the discretion of the department.

When the Governor has declared a state of emergency and provided paid leave for work time lost during the emergency, the USC School of Medicine does not apply this leave to employees who were already on approved leave during the time declared. It is the position of the USC School of Medicine that the paid leave for work time lost during the emergency is for employees who were unable to report to work due to the closing of the University. No employees will be allowed to substitute hazardous weather leave for pre-approved leave.




Temporary employees are not eligible to receive paid leave for scheduled work time not worked during a state of emergency. It is at the discretion of the agency whether temporary grant and time limited project employees are eligible to receive paid leave for scheduled work time not worked during a state of emergency based on the authorization permitted under the grant or time limited project contract.

Approved:

  
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Jeffrey L. Perkins  
Associate Dean for Administration and Finance  
USC School of Medicine

1/27/14  
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Date

  
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Carla W. Harkness  
Director of Human Resources  
USC School of Medicine

1/27/14  
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Date