

## **UPSTATE WORKFORCE BOARD**

### **Staff Time and Leave Policy**

**\*Unless otherwise noted, this policy applies to all Upstate Workforce Board staff members regardless of Exempt/Non-exempt or Regular/Temporary status.**

#### **WORKWEEK**

- The workweek is 37.5 hours long.
- Normal work hours are 8:30 AM to 5:00 PM; however, flexibility is provided to staff as some required meetings and events occur outside of these hours. Adjustments will be made in staff schedules to account for those times. In some cases, the Executive Director may allow additional schedule adjustments. Staff members should submit any alternative schedule requests in writing.
- Employees working less than the scheduled 37.5 hours/week will be considered part-time employees.
- No overtime is allowed without the written consent of the Executive Director and is only allowable for temporary or non-exempt employees.
- Non-exempt, regular employees will enter all work hours in the Spartanburg County Munis Self Service system.
- Compensatory time is only allowed for required meetings and events (see Policy P-04 Compensatory Time) and is only allowable for non-exempt or temporary employees.
- All employees are required to be at their desks by the starting time of their workday. See Tardiness section at the end of this policy for instructions on how to record tardiness. Employees should utilize their assigned offices to accomplish most of their normal work functions. Only in approved cases should employees work from home or other locations. Working from home is only allowed on days that are assigned and scheduled. Annual or sick leave must be used if a staff member stays home on a day that is not their scheduled work from home day. Staff members are not required to perform any work on those days.
- Employment is at-will and any employee may be terminated without notice.
- Part-time, temporary employment agency employees do not earn annual or sick leave, but may take leave without pay (with consent from their supervisor). Additionally, they do not receive holiday pay. During a week when a holiday is observed, a part-time employee may still work their allowed number of hours with an adjustment to their schedule.

#### **SCHEDULE OF APPROVED PAID HOLIDAYS**

- New Year's Day
- Martin Luther King, Jr. Day, third Monday in January
- Memorial Day, last Monday in May
- Independence Day
- Labor Day, first Monday in September
- Veteran's Day

- Thanksgiving Day, fourth Thursday in November
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas

Holidays that fall on a Saturday will be observed on the preceding Friday and holidays that fall on a Sunday will be observed on the following Monday.

The Upstate Workforce Board will provide holiday pay for full-time, temporary staff members if they are not compensated by their temporary staffing agency.

When a holiday occurs during a period of authorized leave, that day will not be charged as a day of leave.

### **FLOATING HOLIDAY**

A regular, full-time employee who completes one year of continuous service may select a day of their choice as a holiday in the calendar year following this first anniversary date. This selection must be made in writing or by email for approval by their supervisor. If the selected day is not taken during the calendar year, it will be forfeited. If the employee separates from employment during the year before taking the floating holiday, he or she will not be paid for that day. Employees will continue to accrue these holidays each year.

### **ANNUAL LEAVE**

Annual leave will accrue for full-time employees as follows:

- Employees will accrue 3.75 hours per month for their first year of employment.
- Employees cannot use time off during the first 6 months of employment. An employee in this new hire introductory period who resigns will forfeit all accrued but unused annual leave. An employee that is terminated in this introductory period will also forfeit all accrued but unused annual leave.
- After their first anniversary, employees will accrue annual leave equal to one (1) work day or (7.5 hours) per month. Note: If the employee was hired on the 1<sup>st</sup>-5<sup>th</sup> day of the month, they earn accruals for that month. If they were hired on or after the 6<sup>th</sup> day of the month, they will not earn leave until the following month.
- Employees may not use more than two weeks of annual leave at one time without written approval from the Executive Director.
- Leave may not be taken in increments smaller than one-half hour.
- No leave without pay is allowed until all compensatory time and annual leave is depleted.
- Annual leave may not be advanced.
- All annual leave time off requests are entered and tracked in the Spartanburg County Munis Self Service system. Temporary employees will submit requests directly to their supervisor and notate the time appropriately on the timesheet used by their agency.
- At the end of each calendar year, an employee working 37.5 hours/week may carry over a maximum of 225 hours of annual leave. The same 6-week equivalent would apply to part-time workers on a pro-rated basis.
- All temporary employee annual leave accruals and reports will be tracked by the Chief Financial Officer.
- If a temporary employment agency employee is offered employment by the Upstate Workforce Board to be placed on the regular payroll, the following restrictions apply:

- Employee may only carry over five (5) days of annual leave.
- Time should be used within six (6) months of the Spartanburg County start date.
- Time not used within six (6) months will be forfeited.
- The process of accrual will revert back to 3.75 hours per month for the first year of regular employment as referenced above in this section.
- Time used should be reported to the employee's immediate supervisor and will be tracked by the Chief Financial Officer.

## **SICK LEAVE**

- Full-time employees accrue sick leave hours equal to the rate of one (1) working day per month of service. For employees working a 37.5-hour workweek, 7.5 hours of sick leave will be accrued after each full month of employment.
- An employee will accrue sick leave while on annual leave, sick leave, or other authorized leave with pay.
- Sick leave may be carried over from one calendar year to the next. No employees will be paid for unused sick leave upon termination of employment or retirement.
- Sick leave may not be advanced.
- Sick leave will be allowed to an eligible employee in cases of actual illness, disability, or quarantine of the employee. Sick leave will be allowed for medical, dental, or eye examinations or for treatment in which arrangements cannot be made outside of working hours. Sick leave may be charged by an employee to participate in public and/or private treatment and in rehabilitation programs for substance abuse approved by the South Carolina Department of Mental Health, to every degree possible. Examination appointments must be approved in advance by the Executive Director.
- Executive Director or supervisor may grant sick leave to employees in cases of illness in the immediate family of the employee requesting it. Such requests will be thoroughly examined by the Executive Director or supervisor before approval. Immediate family is defined as husband, wife, child(ren), parents, or any other relative living in the employee's household.
- Sick leave of more than three (3) consecutive workdays must be supported by a physician's medical certificate. The medical certificate must cover all of the absence period beyond the third workday to show that the employee was incapacitated for duty for the entire period covered by the certificate.
- Except in emergencies, employees are asked to give a 30-day notice to their supervisor when scheduling planned surgery or other long-term absences so that the supervisor may plan disbursement of duties to other staff.
- An employee must notify his/her supervisor of his/her absence due to sickness no later than one hour prior to the beginning of the scheduled work day or as soon as it is practical to do so. The employee will be charged for sick leave based on the actual amount of time he/she is absent from work, but in no less than one-quarter hour increments.
- All sick leave time off requests are entered and tracked in the Spartanburg County Munis Self Service system. Temporary employees will submit requests directly to their supervisor and notate the time appropriately on the timesheet used by their agency.
- All temporary employee sick leave accruals and reports will be tracked by the Chief Financial Officer.
- If a temporary employment agency employee is offered employment by the Upstate Workforce Board to be placed on the regular payroll, the following restrictions apply:
  - Employee may carry over five (5) sick days.
  - Time should be used within six (6) months of the Spartanburg County start date.
  - Time not used within six (6) months will be forfeited.

- Time used should be reported to the employee's immediate supervisor and will be tracked by the Chief Financial Officer.

### **BEREAVEMENT LEAVE**

- Bereavement leave, not to exceed three consecutive workdays at the discretion of the Executive Director, is granted to regular full-time employees in the case of a death of the employee's spouse, parent, step-parent, grandparent, child, step-child, grandchild, brother, sister, step-brother, step-sister, mother-in-law, father-in-law or any relative who was living in the employee's household at their time of death. Any additional time off must be charged to sick or annual leave or leave without pay in the absence of sick or annual leave. Bereavement leave must be taken within one week of the qualifying death or it will be forfeited, unless extenuating circumstances exist.
- Employees may be granted a reasonable length of time off without charge to any leave to attend the funeral of a fellow employee or the funeral of an employee's immediate family member.

### **COURT LEAVE**

- If an employee is called for jury duty by any legislative or judicial body on a regular working day or days, the employee will continue to receive pay at his/her regular rate based on the employee's regular work schedule for that lost work time. The employee will not be permitted to retain the fees received on account of such jury duty.
- If the employee is subpoenaed as a witness or required to testify because of his/her official capacity with the County by any legislative or judicial body on a regular working day or days, the employee will continue to receive pay at his/her regular rate based on the employee's regular work schedule for that lost work time. The employee will not be permitted to retain any subpoena, witness, or other fees provided.
- All employees are eligible for such pay beginning on the first day of active employment. No employee may receive more than four weeks of pay for such service. Any additional time required for such service will be unpaid; however, the employee may keep his/her fees received for such extended jury duty service. An employee must present a copy of the jury summons or subpoena to his/her supervisor within three workdays after receipt.
- Witness appearances in court that are unrelated to employment with Spartanburg County are not eligible for this type of leave. Such time must be covered by another form of leave.

### **EARLY MORNING MEETINGS/LATE AFTERNOON RETURN**

- If an employee has an early morning meeting/event that requires travel/start time prior to 9:30 a.m., the employee is not required to report to the office. If the meeting travel/start time begins after 9:30 a.m., the employee is required to report to the office first. The employee should always notify their immediate supervisor of early morning meetings in advance and not the morning of the event. Exceptions to this rule may be made by the Executive Director.
- If an employee arrives back in town from a meeting prior to 4:00 p.m., they are required to report to the office. If the employee chooses to leave, they should notify their immediate supervisor and use annual leave appropriately. If their arrival is after 4:00 p.m., the employee does not have to return to work.

## **TARDINESS**

Tardiness is a negative drain on office morale and it looks very bad to individuals outside of the organization. Employees are required to be on time for work each morning and not leave work before the normal end of the day. There are times when tardiness cannot be avoided, but it should not occur often. When a staff person is tardy from 1 minute to 30 minutes, one-half hour of annual leave should be used unless it is due to illness and then, sick leave should be used. The time used for tardiness should be taken in 30 minute increments thereafter (if you come in 35 minutes late, 1 hour should be recorded). Such entries for full-time staff should be entered into the Spartanburg County Munis Self Service system. If an employee does not have any accumulated annual leave, time off without pay is required. Making up time after the fact is not allowable. It is imperative that staff arrive on time for in-house and outside work-related meetings. Image is of vital importance to the office and each individual staff member represents the Workforce Board and the other staff as a whole. Excessive tardiness will result in written reprimands and on yearly evaluations and will be forwarded to the County HR Department.

## **FALSIFICATION OF DOCUMENTS**

If an employee falsifies any time or leave documents, it can result in termination of employment without notice.

- For additional details or for further clarification of any of the information contained in this policy, please refer to the Spartanburg County Employee Handbook.

***This document is not a contract, expressed or implied. Employment is at-will.***

