

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Holidays and Leave	Section: IV
	Subject: J
SUBJECT: Unauthorized Absence	Effective: 01/01/06
	Revised: 12/01/05

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, 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.

UNAUTHORIZED ABSENCE

An absence which has not been approved shall be considered as an unauthorized absence from duty.

- A. When an employee is absent without obtaining approval, the supervisor shall administer appropriate disciplinary action in accordance with the University's progressive discipline policy unless satisfactory explanation is given to justify the period of absence.
- B. An employee who is absent without permission for any cause must explain to his or her immediate supervisor upon return to work, the reason for such unauthorized absence.
- C. In cases where satisfactory explanation is given to the employee's supervisor to justify the period of absence, the time may be charged to accrued annual leave or in the case of illness to sick leave. If leave is not available, the time shall be charged to leave without pay. Whether the absence is charged to annual leave, sick leave or authorized leave without pay, a Request for Leave ([Form P-1](#)) must be completed.