MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: October 21, 2015

RE: Hazardous Weather

In accordance with S.C. Code of Laws § 8-11-57, the Governor may elect to provide State employees leave with pay for absences from work due to hazardous weather conditions for up to five days for each emergency. As a result of hazardous weather conditions, Governor Haley issued Executive Order (2015-27) granting leave with pay for State employees for the absences during the week of October 5 through October 12.

The following instructions should be followed for employees who earn annual leave:

1) Employees who did not work during the declaration of emergency - All staff should account for the time away from work by entering leave type “HAZW-PAID-Paid Weather Time” for applicable hours. If employees have already entered their time in ITAMS, please have supervisors update ITAMS for their employees to substitute the leave type “HAZW-PAID-Paid Weather Time” for the type of leave they entered for the period of the emergency. (October 5, 6, 8, and 9 for the Columbia campus and School of Medicine, October 5, 6, 7 and 8 for USC-Sumter and October 12 for USC-Lancaster)

2) Non-exempt, essential personnel who were required to work during the State of Emergency - These employees must enter their time worked in ITAMS just as they normally would. In addition, these employees must also enter the hours of their normal work day into the time code labeled HAZW-
PAID – Paid Weather Time. Employees may be required to correct previously submitted timesheets if not done in accordance with this guidance.

3) **Exempt, essential personnel who were required to work during the State of Emergency**- These employees normally do not enter time worked, but their leave is entered in ITAMS. USC would like to capture the time all employees worked because of the nature of the disaster and possible reimbursement from FEMA. These employees should enter the hours of their normal work day into the time code labeled HAZW-PAID – Paid Weather Time. In addition, please double click on the hours block and add the actual time worked to the “Comment For” section and select “Emergency Leave” for the “Reason” section. Employees may be required to correct previously submitted timesheets if not done in accordance with this guidance.

Non-exempt, essential employees who were required to work during this time should earn compensatory time on an hour for hour basis for the hours worked. At the discretion of the director or department head, exempt employees may receive compensatory time off for hours worked during the emergency in accordance with HR1.84 Minimum Wage, Official Workweek, and Overtime Compensation policy.

Please view the Payroll website for additional instructions on recording the paid leave, or contact Tony Gonzalez in the Payroll Department. Policy questions should be directed to Jamar Mitchell or Ro Kelly in the Division of Human Resources.