

**All Employees please note and share with others as necessary:**

The Governor of South Carolina granted certain hours on February 1, 2007 as Leave with Pay due to the hazardous weather emergency.

The total hours of Leave with Pay that you are granted under the declaration (for the February 1, 2007 hazardous weather emergency) is determined by the campus at which you work, and your “normal” scheduled work start time, NOT the county in which you reside.

Example for a Columbia campus employee:

The Columbia campus opened at 11:00 am. If your normal scheduled hours are from 8:30-5:00, then the amount of hazardous weather leave with pay granted equals 2.5 hours (the difference between your normal start time of 8:30 am and the 11:00 am delay).

In ITAMS use the time code “HAZW- PAID” to record the leave with pay hours granted.

Columbia Campus

If your start time is 8:00 – Leave with Pay = 3.0 hours (HAZW-PAID)

If your start time is 8:30 – Leave with Pay = 2.5 hours (HAZW-PAID)

However, in the scenario above, if the Columbia campus employee’s normal start time is 8:30 and their February 1st, 2007 absence *exceeded* 2.5 hours, the remaining hours of absence must be recorded as Annual Leave (A/L), Sick Leave (S/L) or Leave Without Pay (LWOP). **DO NOT** use the time codes Weather-Rpt or Weather-MKUP to record hours for February 1<sup>st</sup>.

Conversely, if your campus was closed by the Governor for the whole day on February 1<sup>st</sup>, use the time code “HAZW-PAID” for the entire absence. No alternate leave use is required.