

**Human Resource Letter No. 11-04
Hazardous Weather Leave Charging
January 19, 2011**

As you are aware, the Governor's Office issued Executive Orders (No. 2011-01 and No. 2011-03) declaring State Offices be closed all day January 10, all day January 11 and to open on a two hour delay January 12, 2011. In accordance with S.C. Code of Laws § 8-11-57, the Governor can elect to provide State employees with leave with pay for absences from work due to hazardous weather conditions for up to five days for each emergency. Therefore, the Governor has elected to grant leave with pay for those dates and times covered under the Executive Orders.

Your absence for these covered periods should be recorded in MySCEmployee. Please use "C. Hazards Weather & Emerg" as the leave type. It is important that all employees enter the leave to avoid having any missing hours in the system.

Should you have any questions, please feel free to contact me.

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