



## TCL Holidays & College Closings 2022

Holiday	Is TCL Open or Closed?
New Year's Day (Observed 01/03 – Monday)	CLOSED
Martin Luther King's Birthday (01/17 – Monday)	CLOSED
President's Day (02/21 – Monday)	OPEN – MOVED TO 12/20
Confederate Memorial Day (5/10 – Tuesday)	OPEN – MOVED TO 12/21
National Memorial Day (05/30- Monday)	CLOSED
Independence Day (Observed 07/04 – Monday)	CLOSED
Labor Day (09/05 – Monday)	CLOSED
Veteran's Day (Observed 11/11– Friday)	OPEN – MOVED TO 12/22
Thanksgiving Day (11/24 – Thursday)	CLOSED
Day After Thanksgiving (11/25 – Friday)	CLOSED
Christmas Eve (Observed 12/23- Friday)	CLOSED
Christmas Day (Observed 12/26 – Monday)	CLOSED
Day After Christmas (Observed 12/27– Tuesday)	CLOSED

**COLLEGE CLOSING** Tuesday, December 20, 2022 through Monday, January 2, 2023.\*  
 Return to work Tuesday, January 3, 2023  
 \*Staff will be required to use 22.5 hours of leave for the holiday break

**USE OF ANNUAL LEAVE, HOLIDAYS, AND PERSONAL LEAVE SHOULD BE PLANNED IN ORDER TO ALLOW SUFFICIENT ACCRUED TIME TO COVER COLLEGE CLOSINGS**

Holiday leave granted by the State of SC is 7.5 hours for employees who work 37.5 hours per week. Employees and Supervisors should work together to ensure that, during any holiday week, employees properly account for the hours required for the work week.

Permanent State Employees (Classified, Unclassified Administrators, and Faculty) will be allowed to carry over 180 days maximum sick leave from one calendar year to another. Permanent State Employees (Classified and Unclassified Administrators) will be allowed to carry over 45 days maximum annual leave from one calendar year to another. The maximum hours annual leave taken in a year cannot exceed 225 hours.

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE 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.**