



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

ELLEN E. WEAVER
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
School Board Members

FROM: Kenzie Riddle
State Board Coordinator/Budget Liaison

DATE: January 24, 2023

RE: Model Policy for Unencumbered Time

The purpose of this memorandum is to inform the districts of the recent model policy adopted by the State Board of Education on January 17, 2023, regarding unencumbered time.

As of January 17, 2023 the local board should adopt a policy at a regularly scheduled meeting within three months. The policy must include, at a minimum, the policy of the State Board of Education but also may include additional provisions. Once the policy is adopted, the local school board must submit its policy and any subsequent revisions to the Department of Education within thirty days of adoption.

For additional information or guidance, please contact Kenzie Riddle at emriddle@ed.sc.gov.