

MEMORANDUM

TO: District Superintendents
District Board of Trustees

FROM: Phillip Cease
Director, Office of Governmental Affairs & Policy

DATE: August 12, 2025

RE: Update to Unencumbered Time Statewide Policy

The State Board of Education (SBE) updated the statewide policy regarding unencumbered time to include school nurses on August 5, 2025. This change was made due to the requirements of proviso 1.111(SDE: School Nurses Unencumbered Time) in this year's General Appropriations Act, below.

1.105. *(SDE: School Nurses Unencumbered Time) Of the funds appropriated through the Department of Education for school districts, the department shall work with school districts to incorporate, where practical, school nurses into the statewide policy outlining penalties and exceptions to the unencumbered time requirements pursuant to Section 59-5-63.*

Section 59-5-63(B) requires that the local school board adopt any revisions of the statewide policy on unencumbered time into their local unencumbered time policy at a regular scheduled meeting within three months.

Per the requirements of Section 59-5-63(C), please submit your district's updated unencumbered time policy to abhipp@ed.sc.gov. If you have any questions about the changes, please email phcease@ed.sc.gov.