

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

POLICY NUMBER: 8-3-100

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POLICY TITLE: ANNUAL LEAVE

LEGAL AUTHORITY: Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended; Section 19-709 of the State Human Resources Regulations

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE APPROVED BY BOARD: July 25, 2017

DATE OF LAST REVISION: July 25, 2017

DISCLAIMER

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 SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM 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.

It shall be the policy of the State Board for Technical and Comprehensive Education (SBTCE) that colleges within the jurisdiction of the SBTCE shall grant annual leave to all eligible employees in a manner consistent with state law and regulations promulgated by the Budget and Control Board's Human Resources Division (B&CB's HRD).

All procedures on annual leave will be subject to review and audit by the SBTCE and the Department of Administration's Division of State Human Resources to ensure compliance with applicable State and Federal requirements.

Date of Last Review: July 25, 2017