

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

**POLICY NUMBER:** 8-3-106

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**POLICY TITLE:** EMPLOYEE LEAVE TRANSFER PROGRAM

**LEGAL AUTHORITY:** Sections 59-53-20 and 8-11-700 of the 1976 Code of Laws of South Carolina, As Amended; Section 19-711 of the State Human Resources Regulations

**DIVISION OF RESPONSIBILITY:** Human Resource Services

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**DATE APPROVED BY BOARD:** November 14, 2019

**DATE OF LAST REVISION:** November 14, 2019

**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 is the policy of the State Board for Technical and Comprehensive Education that eligible<sup>1</sup> employees may voluntarily transfer portions of their sick, annual, and faculty non-work day leave balances to their respective leave pools in a manner and under conditions specified by the accompanying procedures. It shall also be the policy of the State Board for Technical and Comprehensive Education that eligible employees may withdraw sick, annual, and faculty non-work day leave from the aforementioned leave pools under conditions and circumstances specified by the accompanying procedures.

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<sup>1</sup> Eligible employees include employees in full-time/part-time (FT/PT) full-time equivalent (FTE), time-limited project, and temporary grant positions who are eligible for leave. Temporary employees are not eligible to participate in the Leave Transfer Program.