

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Holidays and Leave	Section: IV
	Subject: C
SUBJECT: Annual Leave	Effective: 06/05/09
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY 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.

ANNUAL LEAVE

Eligibility

- A. Annual leave shall be earned by and granted to full-time employees in FTE positions and part-time employees in FTE positions (and Temporary Grant positions if allowed by the grant) who are scheduled to work at least one-half the workweek. Employees in temporary grant positions may be entitled to annual leave as specified in the temporary grant.
- B. An employee who is in pay status one-half or more of the workdays of the month shall earn annual leave for the entire month. Employees in pay status for less than one-half of the workdays of the month shall not earn annual leave.
- C. Employees shall earn annual leave while on annual leave, sick leave, or other authorized leave with pay. Employees shall not earn annual leave while on leave without pay.

Rate of Earnings

- A. An employee's annual leave earnings are computed based on the number of hours in his or her workday. The annual leave earnings are based on the employee's leave accrual date. To determine the number of hours in a workday, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).

- B. Service of 10 Years or Less

Employees on a five-day workweek schedule with service time of 10 years or less shall earn annual leave at the rate of 1¼ workdays per month of service in each calendar year (see chart on the next page).

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C. Service of More Than 10 Years

Employees on a five-day workweek schedule with State service time of more than 10 years shall earn a bonus of 1¼ workdays of annual leave for each year of service over 10 years (see chart which follows). The annual leave earnings based upon State service time of over 10 years shall be granted to employees on a calendar month basis beginning the month after their leave accrual date.

Five Days, 37.5 Hours Per Workweek Schedule

<u>Years of Service</u>	<u>Earning Rate</u>	
	<u>Days Per Year</u>	<u>Hours Per Month</u>
1 - 10	15.00	9.38
11	16.25	10.16
12	17.50	10.94
13	18.75	11.72
14	20.00	12.50
15	21.25	13.28
16	22.50	14.06
17	23.75	14.84
18	25.00	15.63
19	26.25	16.41
20	27.50	17.19
21	28.75	17.97
22 & Over	30.00	18.75

Five Days, 40 Hours Per Workweek Schedule

<u>Years of Service</u>	<u>Earning Rate</u>	
	<u>Days Per Year</u>	<u>Hours Per Month</u>
1 - 10	15.00	10.00
11	16.25	10.83
12	17.50	11.67
13	18.75	12.50
14	20.00	13.33
15	21.25	14.17
16	22.50	15.00
17	23.75	15.83
18	25.00	16.67
19	26.25	17.50
20	27.50	18.33
21	28.75	19.17
22 & Over	30.00	20.00

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Maximum Accrual and Carry-Over

- A. Full-time employees shall be permitted to carry over from one calendar year to the next any unused annual leave up to a total accumulation of 45 workdays.
- B. Part-time employees in FTE positions shall be permitted to carry over from one calendar year to the next any unused annual leave up to a total accumulation that, on a pro rata basis, produces the equivalent maximum carryover of full-time employees.
- C. All eligible employees shall be entitled to bring into a calendar year the maximum carryover of 45 workdays. During the calendar year, an employee may earn annual leave in excess of the 45 workdays; however, the employee may only carry over 45 days into the next calendar year.

Using and Scheduling Annual Leave

Leave under this section may qualify for the Family and Medical Leave Act (FMLA) and, if so, will run concurrently.

- A. Maximum days used per year
 - 1. The maximum number of earned or accumulated annual leave days that may be used in any one calendar year shall not exceed 30 workdays.
 - 2. The maximum number of earned or accumulated annual leave days that may be used in any one calendar year by part-time employees in FTE positions is the pro rata portion of the 30 workdays maximum.
 - 3. For FMLA qualifying reasons, an employee who has used all eligible sick leave (e.g., all available sick leave for personal illness, ten days of sick leave for immediate family, etc.) and 30 days of annual leave may, with the approval of the President, use any remaining annual leave for emergencies or serious health conditions of the employee or the employee's immediate family. The employee's "immediate family" means the employee's spouse and children and the following relations to the employee or the spouse of the employee: mother, father, brother, sister, grandparent, legal guardian, and grandchildren.

B. Scheduling Leave

To the degree possible, employees' requests for specific periods of annual leave shall be approved. However, work loads and similar factors will be considered when reviewing the requests. Approval is required for the specific periods the employee shall be on annual leave, to include beginning and ending dates and computation of total hours. If the annual leave is not approved, the absence will be charged to leave without pay.

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C. Increments for Use of Annual Leave

An employee's use of annual leave shall be charged in 15-minute increments.

D. Holiday During Leave

When a holiday is observed by the University while an employee is using annual leave, the day shall be considered a holiday, not a day of annual leave for the employee.

Payment Upon Separation from Employment

Upon separation from State employment, a lump sum payment will be made for unused annual leave, not to exceed 45 days (without deducting any earned leave taken during the calendar year in which the employee separates).

Employees beginning participation in the TERI program after June 30, 2005, will not receive payment for unused annual leave until after the employee terminates from state employment and ends participation in the TERI program.

Upon the death of an employee while in active service, the estate of the deceased employee shall be entitled to the lump sum payment not to exceed 45 days.