

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

SECTION: Holidays and Leave	Section: IV
	Subject: A
SUBJECT: General Policies	Effective: 1/1/06
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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.

GENERAL POLICIES

- A. Managers and supervisors are required to administer the leave regulations consistent with the policies outlined herein. Any questions regarding leave and attendance not addressed in this policy should be referred to the University's Office of Human Resource Management (OHRM).
- B. Requests for leave shall be in writing and shall be approved by the proper supervisory authority. Requests should be made on a South Carolina State University Employee's Request for Leave ([Form P-1](#)). All requests for leave should be submitted to the supervisor in advance if possible. In cases of emergency that may occur due to illness, personal problems or other situations which prevent advance application supervisors should be notified by the employee's starting work time. Supervisors shall notify OHRM immediately of any absences in excess of three days and any absences involving leave without pay.
- C. OHRM shall keep a record which accurately reflects leave accrued and taken by all employees. Leave shall be recorded in the appropriate categories and shown as either paid leave or leave without pay. Employee leave statements reflecting leave accrued, leave taken and leave balances are available on the University's Intranet under [Employee Leave Report](#).
- D. Falsification of any attendance or leave record shall be cause for disciplinary action up to and including termination.

Continuous Service

Continuous service is service with one or more agencies without a break in service. When an employee experiences a break in service, all sick leave credits are forfeited and may not be reinstated. An employee experiences a break in service under the following circumstances:

- A. When, in moving from one State agency to another, the employee is not employed with the receiving agency within 15 calendar days following the last day worked (or approved day of leave) at the transferring agency.

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- B. When moving from a permanent position to a temporary, temporary grant or time-limited position.
- C. By separation from state service and being paid for unused annual leave, except for the following:
 - 1. When an employee moves from a position in which he or she earns both annual and sick leave to a position in which he or she only earns sick leave.
 - 2. When an employee with permanent status is separated due to a reduction in force and is not recalled to the original position or reinstated with State government within 12 months of the effective date of separation.
- D. By remaining on leave without pay for a period of more than one calendar year, unless the employee qualifies for an exception as set forth in Budget and Control Board Regulations.

Authorized leaves of absence without pay up to a maximum of 12 months are considered continuous service.