



Annual Leave

LP 5.7

Effective:
6/11/2019

Revised:
6/11/2019

Approved:
6/11/2019

Policy Owner:
Board of Trustees

Policy Administrator:
Human Resources

Affected Parties:
Employees

Table of Contents:

- I Summary
- II Eligibility
- III Annual Leave Earnings
- IV Using and Scheduling Annual Leave
- V Transfer from One State Agency to Another
- VI Payment Upon Separation from Employment
- VII Records

THE LANGUAGE USED IN THE LANDER POLICY FOR ADMINISTRATION AND STAFF DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND LANDER UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. LANDER 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. LANDER UNIVERSITY'S OFFICE OF HUMAN RESOURCES HAS THE AUTHORITY TO INTERPRET THE UNIVERSITY'S HUMAN RESOURCES POLICIES.

I Summary

This policy establishes the guidelines for annual leave pursuant to regulations of the Division of State Human Resources (DSHR) 19-709 and the South Carolina Code of Laws 8-11-610.

II Eligibility

- A. Annual leave shall be earned by and granted to:
 - 1. Full-time employees in leave-eligible positions, and
 - 2. Part-time employees in leave-eligible positions who are:
 - a. Scheduled to work at least one-half the workweek of the agency on a 12-month basis, or
 - b. Scheduled to work the equivalent of one-half of the workweek during the full school or academic year of nine months or more.
- B. This shall not apply to teaching personnel and officials of academic rank at institutions of higher learning.

III Annual Leave Earnings

- A. Computation
 - 1. Employees who are in pay status of one-half or more but not all of the workdays of the month shall earn annual leave for the full month. If they are in pay status for less than one-half the workdays, they shall earn no annual leave.
 - 2. 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.
 - 3. Employees' annual leave earnings are calculated based on the number of hours in the employee's workday.
 - 4. Employees' annual leave earnings are based on the employee's leave accrual date. The leave accrual date reflects:



Annual Leave

- a. All state service in a full-time equivalent position, including part-time service, adjusted to reflect periods when there was a break in service;
- b. All service as a certified employee in a permanent position of a school district of this state; and
- c. At the discretion of the agency head or his or her designee, all service in any temporary capacity counted towards the employee's probationary period.

B. Rate of Earnings

1. Five-Day Workweek Schedule of 37.5 or 40 hours Per Week

- a. 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 Ten Years or Less
Employees on a five-day workweek schedule with service time of less than ten years shall earn annual leave at the rate of $1\frac{1}{4}$ workdays per month of service in each calendar year. (See Chart #1 and Chart #2 below.) In addition, all service as a certified employee in a permanent position of a school district of this state must be used to calculate the leave accrual date.
- c. Service of More Than Ten Years
Employees on a five-day per workweek schedule with state service time of more than ten years shall earn a bonus of $1\frac{1}{4}$ workdays of annual leave for each year of service over ten years. (See Chart #1 and Chart #2 below.) In addition, all service as a certified employee in a permanent position of a school district of this State must be used to calculate the leave accrual date.



Annual Leave

Chart #1
 Five Days, 37.5 Hours Per Workweek Schedule
 (may be rounded to the nearest two decimal places)

Years of Service	Days Per Year	Earning Rate Hours Per Month
1-10	15.00	9.375
11	16.25	10.156
12	17.50	10.937
13	18.75	11.718
14	20.00	12.500
15	21.25	13.281
16	22.50	14.062
17	23.75	14.843
18	25.00	15.624
19	26.25	16.406
20	27.50	17.187
21	28.75	17.968
22 & over	30.00	18.750

Chart #2
 Five Days, 40 Hours Per Workweek Schedule
 (may be rounded to the nearest two decimal places)

Years of Service	Days Per Year	Earning Rate Hours Per Month
1-10	15.00	10.000
11	16.25	10.833
12	17.50	11.666
13	18.75	12.500
14	20.00	13.333
15	21.25	14.167
16	22.50	15.000
17	23.75	15.833
18	25.00	16.667
19	26.25	17.500
20	27.50	18.333
21	28.75	19.167
22 & over	30.00	20.000



Annual Leave

2. Schedules Other Than a Five-Day Workweek of 37.5 or 40 hours Per Week

All employees earn the number of days per year based on their years of service. However, the earning rate in hours per month varies according to the length of the workday. If the workday differs from eight hours, divide the number of hours in the workday by eight, then multiple this ratio by the earnings rate in the last column of Chart #2 above. Examples of such schedules could include:

- a. Law enforcement employees who are regularly scheduled to work 43 hours per week. Forty-three hours divided by five equals a workday of 8.6 hours

C. Maximum Accrual and Carryover

1. Employees shall be permitted to carryover from one calendar year to the next any unused annual leave up to a total accumulation of 45 workdays; EXCEPT THAT, employees of an agency which provided for maximum accumulation in excess of 45 workdays as of June 2, 1972, shall not forfeit the excess, but shall retain excess leave which shall be the maximum amount the employee may carry over into future years. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of 45 workdays, shall become the employee's maximum carryover into future years. If the employee further reduces the amount of such leave carried over to 45 workdays or less, 45 days shall become the maximum amount of unused annual leave the employee may thereafter carryover. During the calendar year, an employee may earn annual leave in excess of the 45 workdays; however, the employee may only carryover 45 days to the next calendar year.
2. An employee who changes from being full-time to part-time or from part-time to full-time, without a break in service, shall retain the annual leave hours previously earned. If this change results in the employee having a maximum accumulation in excess of 45 workdays as of the effective date of the change, the employee shall not forfeit the excess. The employee shall retain this excess leave which shall be the maximum amount the employee may carryover into future years. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of 45 workdays, shall become the employee's maximum carryover into future years. If the employee further reduces the amount of such leave carried over to 45 workdays or less, 45 days shall become the maximum amount of unused annual leave the employee may thereafter carryover. During the calendar year, an employee may earn annual leave in excess of the 45 workdays; however, the employee may only carryover 45 days to the next calendar year.

IV Using and Scheduling Annual Leave

- A. Leave taken under this section may qualify as Family and Medical Leave Act (FMLA) leave and, if so, will run concurrently.
- B. Scheduling Leave
 1. To the degree possible, an employee's request for a specific period of annual leave shall be approved. Offices and/or departments may consider workloads and similar factors when reviewing the requests.



Annual Leave

2. Office and/or department 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.
- C. Maximum Days Used Per Year
1. The maximum number of earned days of annual leave that may be used in any one calendar year shall not exceed 30 workdays.
 2. Exception
 - a. For FMLA or other disability related qualifying reasons, the university may allow an employee who has used all eligible sick leave and 30 days of annual leave to use any remaining annual leave for:
 1. Emergencies or serious health conditions of the employee;
 2. Emergencies or serious health conditions of the employee's immediate family. Immediate family is defined as the spouse, great-grandparents, grandparents, parents, legal guardians, brothers, spouse of brothers, sisters, spouse of sisters, children, spouse of children, grandchildren, great-grandchildren of either the employee or the spouse.
 - b. For emergency or extreme hardship conditions as reference in South Carolina Code of Laws § 8-11-670, the president or designee may allow an employee, who has used all accumulated sick leave and 30 days of annual leave, to use any remaining annual leave which he has accumulated.
 - c. An employee may request review by the State Human Resources Director the denial of the use of annual leave as provided in this section.
 - d. Increments for Use of Annual Leave
 - e. Use of annual leave shall be calculated at either the actual time or in quarter hour increments.
 - f. Holiday During Leave
 - g. 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.

V Transfer from One State Agency to Another

- A. An employee who transfers without a break in service from one agency to another shall transfer earned annual leave.
- B. When a full-time employee transfers to an agency that has a different workday, his or her annual leave at the transferring agency shall be converted to equivalent days of annual leave at the receiving agency.
- C. When an employee transfers from a position in which he earns both sick and annual leave to a teaching position of academic rank at a State supported institution of higher learning, the employee shall be paid for earned annual leave according to Payment Upon Separation from Employment section of this policy.
- D. When the employee with a maximum carryover in excess of 45 workdays transfers from one agency to another, the employee shall retain the higher maximum carryover at the receiving agency. If the



Annual Leave

employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess 45 workdays, shall become the employee's maximum carryover into future years. If the employee further reduces the amount of such leave carried over to 45 workdays or less, 45 days shall become the maximum amount of unused annual leave the employee may thereafter carryover. During the calendar year, the employee may earn annual leave in excess of the 45 workdays; however, the employee may only carryover 45 days to the next calendar year.

VI Payment Upon Separation from Employment

Upon separation from State employment, a lump sum payment will be made for unused annual, not to exceed 45 days, unless a higher maximum is authorized under the Annual Leave Earnings section of this policy, and without deducting any earned leave taken during the calendar year in which the employee separates. If the employee has not experienced a break in service, the agency shall not pay out any unused annual leave. However, an employee who transfers or is reassigned to a teaching a position or a position of academic rank at an institution of higher learning, as referenced in the South Carolina Code of Laws 8-11-680, should be paid out for any unused annual leave. 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 except as included in South Carolina Code of Laws 8-11-610.

VII Records

- A. The university shall maintain all annual leave records for each employee eligible for annual leave. Such records must include at least the following:
 1. The annual leave accrual rate for each employee;
 2. The number of annual leave hours earned and used during the current calendar year;
 3. The number of annual leave hours carried forward from the previous calendar year, but not exceeding the maximum accrual authorized;
 4. The number of hours in the employee's workweek and workday; and
 5. The number of hours paid upon separation.
- B. Annual leave records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by the individual leave requests.