



PIEDMONT TECHNICAL COLLEGE

POLICY

POLICY NUMBER: 8-3-1060

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TITLE: Employee Leave Transfer Program

**RELATED POLICY AND PROCEDURES: 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
8-3-1060.1 Employee Leave Transfer Program**

DIVISION OF RESPONSIBILITY: Business and Finance

September 17, 2013

Date Approved by Area Commission

Date of Last Review

Date of Last Revision

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 COLLEGE.

It is the policy of Piedmont Technical College that eligible employees may voluntarily transfer sick and/or annual leave balances to a leave transfer pool that may be utilized by other employees for personal or family emergency circumstances as defined in the accompanying procedure 8-3-1060.1. Employees may also withdraw sick and annual leave from the aforementioned leave pool under conditions and circumstances specified by the accompanying procedures.