



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Employee Leave Transfer Program

**RELATED POLICY
AND PROCEDURES:** 8-3-1060 Employee Leave Transfer Program

**DIVISION OF
RESPONSIBILITY:** Business and Finance

September 18, 2013

June 29, 2015

June 29, 2015

Date Approved by President

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 PIEDMONT
TECHNICAL COLLEGE.**

Administrative Responsibility

It is the responsibility of the Director of Human Resources to review and revise this procedure.

Definitions:

- A. Personal Emergency-**Catastrophic and debilitating medical situation, severely complicated disabilities, severe accident cases, family medical emergencies or other hardship situations that are likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.
- B. Leave Donor-**An employee who voluntarily requests in writing and is approved to donate annual sick leave to the leave pool account.
- C. Prolonged Period-**Prolonged period is generally interpreted to be a minimum of thirty (30) working days. Generally, an employee with a medical emergency situation must have been in a leave without pay status for at least thirty (30) working days or documentation must certify a medical emergency will result in an employee being on leave at least thirty (30) work days.



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However, any employee, who is within thirty (30) calendar days of eligibility for long term disability insurance or disability retirement benefits and who has exhausted a substantial balance of accrued leave or due to the prolonged medical emergency, shall be eligible for consideration when requesting approval for less than the thirty (30) work day minimum requirement for leave transfer.

D. Transfer Pool-A pool of separate sick and annual leave transfer accounts maintained by the Human Resources Office.

E. Leave Recipient-An employee who has a personal or family medically-related hardship emergency and is approved to receive annual or sick leave from the transfer pool of Piedmont Technical College.

Procedure

A. Required Records

The College establishes two (2) separate leave transfer pool accounts, a sick leave transfer pool and an annual leave transfer pool. Before a transfer of leave can occur, the College and the System Office must maintain the following records along with any additional useful information:

1. [Donation Request](#)– For current employees who wish to donate leave hours to the leave transfer pools, the request is made through the electronic leave system. For exiting employees who wish to make a final donation, a request form is available. Employees should refer to the sick leave or annual leave procedure for maximum donation allowances.
2. [Withdrawal Request](#)–The Withdrawal Request form must be completed before hours from one of the two leave pools can be granted.

B. Leave Donation

1. An employee wishing to donate sick and/or annual leave to the transfer pool may do so prior to the end of their employment year by completing a [Donation Request Form](#). Once leave has been donated and transferred to a pool account, it cannot be returned to the leave donor. An employee may not donate leave to a specific individual.
2. Employees with more than fifteen (15) days accrued sick leave may request that a specified number of hours of accrued sick leave be transferred to the sick leave pool account, provided they maintain a minimum of fifteen (15) days sick leave balance at the time the donation is effective. An employee may donate no more



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than one-half of the annual or sick leave he/she earns within the employment year to the appropriate leave account for that calendar year.

C. Leave Withdrawals

1. General Information

In the event sufficient hours of either sick or annual leave are not available in the local pool to cover an approved request, the System Office transfers the necessary hours to the respective college. This assures that eligible employees are not denied leave transfer due to the lack of available sick or annual leave hours in the College's pool. Colleges are required to submit, in writing, to the System Offices' Human Resource Services, a request to have the necessary hours transferred from the System Offices' sick or annual leave transfer pools to the respective college. An employee with a personal or family medically-related emergency may request sick or annual leave from the respective transfer pool account by completing a [Withdrawal Request Form](#). There is no limit of separate requests an employee may submit, but each request is limited to no more than thirty (30) working days. Any unused leave granted will be restored to the leave pool.

2. Withdrawal Criteria

- a. Medical Certification-A medically-related emergency must be certified by a physician including the nature of the emergency, and an estimate of the inclusive dates (as stated in Definitions).
- b. Substantial loss of income-To qualify as substantial income loss, the family emergency must be for a prolonged period (see Definitions). If an employee has a personal or family medically-related emergency for a period of thirty (30) workdays then there is a default substantial loss of income.
- c. Family Sick Leave and Annual Leave Exhausted-All family sick leave and annual leave must be exhausted before annual leave can be transferred to an otherwise eligible employee from the transfer pool.
- d. Sick Leave and Annual Leave Exhausted-All Sick Leave and Annual Leave must be exhausted before sick leave can be transferred from the transfer pool.



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- e. Employment Record-While the circumstances surrounding the emergency or hardship will be primarily used as the criteria for approval, the employee's record, including length of service, responsible use of leave, job performance, and other relevant factors, may also be used in determining approval.

D. Withdrawal Approval/Denial

1. College Approval/Denial-Upon receiving a completed withdrawal request, the Human Resources Officer, using approved withdrawal criteria and input of the supervisor, obtains the President's approval.
2. The evaluation of transfer requests is conducted in such a manner as to assure consistent treatment among all similarly situated employees. Decisions are in keeping with State Human Resources Regulations, the criteria referenced in this procedure, and other additional guidelines promulgated by the System Office.

E. Use of Approved Leave Withdrawals

1. Upon receipt of final approval of a withdrawal request, the Human Resources Officer transfers the appropriate number of days from the respective sick or annual leave transfer pool to the regular annual or sick leave balance of the recipient.
2. An employee may use annual or sick leave from the respective pool in the same manner and for the same purposes as if he/she had accrued the leave in the manner provided by regular sick or annual leave regulations and procedures.
3. Annual or sick leave transferred under this program may be substituted retroactively for periods of leave without pay or used to liquidate indebtedness for advanced sick leave. Whether transferred leave may be applied retroactively and for what length of time is determined on a case-by-case basis in light of the justification presented.
4. Annual or sick leave that accrues to the account of the leave recipient must be used before using any leave from a leave transfer pool.



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F. Terminating Leave Transfer Use

1. The personal emergency affecting a leave recipient terminates when the College determines that the emergency no longer exists or the recipient's employment terminates.
2. The leave recipient's emergency is monitored by the Human Resources Officer and supervisor to ensure that the recipient is not permitted to use leave from the pool after the emergency ceases to exist.
3. When the emergency affecting the leave recipient ceases, transferred leave remaining to the credit of the employee must be restored to the respective transfer pool account.

G. Annual Reports

1. Colleges reports preceding calendar year activities (donations and/or approved requests for sick or annual leave transfer) to the System Office's Human Resource Services. Sick and annual leave transfer information is provided to the Office of Human Resources to assist the State Fiscal Accountability Authority (formerly, The Budget and Control Board) in evaluating the leave transfer program. This information includes but, is not limited to the following:
 - a. Sick Leave–Total hours and cost of
 - 1) Sick leave donated
 - 2) Sick leave used by recipient (s)
 - 3) Sick leave restored, if any.
 - b. Annual Leave–Total hours and cost of
 - 1) Annual leave donated
 - 2) Annual leave used by recipient (s)
 - 3) Annual leave restored, if any.
2. All records and documentation are subject to audit by the System Office's Human Resources Services and/or the State Fiscal Accountability Authority Office of Human Resources.