



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Employee Leave Transfer Program

RELATED POLICY AND PROCEDURES: 8-3-1021 Employee Leave

DIVISION OF RESPONSIBILITY: Business and Finance

July 15, 2013

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.



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- B. Leave Donor**-An employee who voluntarily requests in writing and is approved to donate annual or 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.
However, any employee, who is within thirty (30) calendar days of eligibility for long 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. In the event a College determines that sufficient hours of either sick or annual leave are not available in their 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 a respective College's pool. Colleges 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. Along with any additional useful information, the College and the System Office must maintain the following records:

1. **Donation Request** – The Donation Request includes: the employee's name, the college name; the employee's classification title; the employee's hourly rate of pay; the number of days/hours of the leave donor's earned sick or annual leave; the number of days/hours of sick or annual leave the employee wishes to donate the signature.



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2. **Withdrawal Request** –The Withdrawal Request includes; the employee’s name; the college name; the employee’s classification title; the employee’s hourly rate of pay; the type of leave requested; the number of days requested; a thorough description of the nature, severity, and anticipated duration of the medical, family, or other hardship situation affecting the employee; and any additional justification for approval of the request.
3. **Restoration Document** – The Leave Restoration Document includes: the name of the leave recipient; the type of leave transferred (sick or annual); the amount of transferred leave used; the date the leave recipient’s personal emergency or employment terminates; and the amount of transferred leave (sick or annual) being restored to the respective local leave transfer account.

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 the calendar 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. An employee may voluntarily request in writing that a specified number of hours of accrued annual leave be transferred to the annual leave pool account. 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 than one-half of the annual or sick leave he/she earns within the calendar year to the appropriate leave account for that calendar year.

C. Leave Withdrawals

1. **General Information**
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**. While there is no limit to the number of separate withdrawal requests that an employee may submit, each separate request is limited to no more than thirty (30) working days.



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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.
- 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. A copy of all documentation associated with the approval/denial of a request is sent to the Human Resource Office, State Board for Technical and Comprehensive Education, for information and future reference.
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.



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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.

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 by completing a Leave Restoration Form.

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



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Human Resources to assist 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 Resource Services and/or the Budget and Control Board's Office of Human Resources.