OFFICIAL POLICY

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE OF CHARLESTON. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE 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.

9.3.12	**Annual Leave**	**10/1/2026**

Policy Statement

The College of Charleston provides annual leave to eligible employees for vacation, personal business, rest, recreation, and other appropriate purposes. This policy establishes eligibility, accrual, use, carryover, transfer, and payment of annual leave in accordance with applicable South Carolina law, State Human Resources Regulations, and College policy.

Policy Manager and Responsible Department or Office

The Vice President for Human Resources and the Office of Human Resources are responsible for administration of this policy.

Policy

1. Purpose and Scope

The College of Charleston provides annual leave to eligible employees for vacation, personal business, rest, recreation, and other appropriate purposes. This policy establishes eligibility, accrual, use, carryover, transfer, and payment of annual leave in accordance with applicable South Carolina law, State Human Resources Regulations, and College policy.

Employees in FTE, Temporary Grant, and Time-Limited positions may accrue annual leave when the applicable grant, project, funding source, or position terms authorize accrual. Temporary employees and adjunct faculty are not eligible to accrue annual leave.

Teaching personnel and officials of academic rank are exempt from the South Carolina Annual Leave Act. Nine-, ten-, and eleven-month faculty do not accrue annual leave. Twelve-month faculty appointments are eligible for annual leave in accordance with College policy.

2. Eligibility

The provisions of this policy apply to employees in eligible positions who are scheduled to work full-time or at least one-half of the applicable work schedule.

Employees in positions of less than 12 months accrue annual leave on a prorated basis based on their regularly scheduled hours and eligible months of service.

An employee who is in pay status for at least one-half of the applicable workdays in a month earns annual leave for the full month. An employee in pay status for less than one-half of the applicable workdays does not earn annual leave for that month.

Employees earn annual leave while on annual leave, sick leave, or other authorized leave with pay and do not earn annual leave while on leave without pay.

3. Accrual

Eligible employees earn annual leave based on their years of qualifying service and leave accrual date.

A full-time employee with up to 10 years of service working a 37.5-hour workweek earns 9.38 hours per month, or 15 workdays per year. Employees working a 40-hour workweek with up to 10 years of service earn 10.00 hours per month. Employees working less than full-time accrue annual leave on a prorated basis.

Annual leave is calculated using the employee's average workday, determined by dividing the employee's regularly scheduled weekly hours by five.

Example: An employee who works 30 hours a week. 30 hours /5 = 6 hour average workday

- 1.25 hours x 6 hours = 7.5 hours per month
- 7.5 hours x 12 months = 90 hours per year

Annual leave earned during a month becomes available for use beginning the following month.

Bonus Annual Leave. Employees with more than 10 years of qualifying service earn an additional

1¼ workdays of annual leave for each year of service over 10 years, based on the employee's leave accrual date, up to the maximum accrual rate established by State Human Resources Regulations. Bonus annual leave begins accruing on a calendar-month basis beginning the month after the employee's leave accrual date.

The leave accrual date reflects qualifying service recognized under applicable State Human Resources Regulations, including qualifying State service in an FTE position, adjusted for applicable breaks in service. Human Resources will determine an employee's leave accrual date in accordance with State regulations and College procedures.

Service in a Temporary Grant or Time-Limited position may permit an employee to accrue annual leave but does not constitute qualifying State service for purposes of establishing or advancing the employee's leave accrual date.

4. Use of Annual Leave

Annual leave must be approved in advance by the employee's supervisor, except when circumstances make advance approval impracticable. Employees and supervisors are responsible for ensuring sufficient leave is available to cover approved leave.

Whenever possible, annual leave requests should be honored. Supervisors may consider workload, staffing, and operational needs when reviewing requests and may limit the number of employees absent from a department, unit, or work area at the same time.

Annual leave may be used for vacation, personal business, rest, recreation, or other appropriate purposes.

5. Annual Leave Usage Limitation

The maximum amount of annual leave that may be used during a calendar year is 30 workdays. For employees working less than full-time, the 30-workday maximum is based on the employee's average workday.

For example:

- 37.5-hour workweek: 225 hours
- 40-hour workweek: 240 hours

Exceptions. For a qualifying FMLA or disability-related circumstance, the College may allow an employee who has exhausted eligible sick leave and 30 days of annual leave to use additional accumulated annual leave. Such leave will be administered in accordance with the College's FMLA Policy and applicable law.

For emergency or extreme hardship conditions under S.C. Code § 8-11-670, the College may allow an employee who has exhausted accumulated sick leave and 30 days of annual leave to use additional accumulated annual leave. The exception request needs to be made and approved by the supervisor and Human Resources prior to the leave being taken.

6. Holidays During Annual Leave

A College-observed holiday occurring during approved annual leave is not charged against the employee's annual leave balance. The employee will receive the applicable holiday benefit in accordance with the College's Holiday Policy.

7. Carryover

An employee may carry forward no more than 45 average workdays of annual leave from one calendar year to the next.

- For a full-time employee working a 37.5-hour workweek, 45 workdays equals 337.5 hours.
- For a full-time employee working a 40-hour workweek, 45 workdays equals 360 hours.

Employees may earn annual leave in excess of 45 workdays during the calendar year; however, no more than 45 days may generally be carried forward into the following calendar year.

Any special carryover entitlement recognized under applicable State law or regulation will be administered by Human Resources.

8. Transfer and Separation

Transfer of annual leave between South Carolina State agencies and between College positions will be administered in accordance with applicable State Human Resources Regulations.

An employee who moves from an FTE position to an FTE position within 15 calendar days following the last day worked or approved leave will transfer accumulated annual leave. Applicable transfers involving Temporary Grant and Time-Limited positions will be administered in accordance with State regulations and College procedures.

An employee who moves from an FTE position to a Temporary Grant or Time-Limited position does not transfer earned annual leave to the new position.

Annual leave is not transferred when an employee moves between a South Carolina school district and another State agency unless otherwise provided by law or regulation.

Upon separation from State employment, a lump-sum payment will be made for unused annual leave, not to exceed 45 days, in accordance with applicable State Human Resources Regulations.

If an employee transfers to another State agency without a break in service, unused annual leave will be transferred rather than paid out.

An employee who transfers or is reassigned to a teaching position or position of academic rank at an institution of higher learning will be paid for unused annual leave as provided by applicable State regulations.

Upon the death of an employee while in active service, the employee's estate is entitled to payment for unused annual leave, not to exceed 45 days.

Upon separation, the employee's leave balance will be calculated as of the last actual day worked or last day of approved leave with pay, as applicable.

Employees who provide notice of resignation or retirement are generally expected to remain at work during the notice period. Use of annual, sick, or other paid leave during the notice period is generally not permitted unless authorized by the supervisor. Approved leave does not extend the separation date.

9. Break in Service

For purposes of annual leave, a break in service occurs when an employee:

a. Separates from State service;
b. Moves from one State agency to another and is not employed by the receiving agency within 15 calendar days following the last day worked or approved leave;
c. Remains on leave for more than 12 months;
d. Separates from State service as a result of a reduction in force and is not recalled or reinstated within the period established by State regulations; or
e. Moves from an FTE position to a Temporary, Temporary Grant, or Time-Limited position.

A break in service may affect an employee's leave accrual date, qualifying State service, accrual rate, transfer of leave, and payment of unused leave.

A period of more than 12 months of leave does not constitute a break in service when the employee is on a military tour of duty with protected reemployment rights or is academic personnel at an institution of higher learning on approved sabbatical leave.

Human Resources will determine whether a break in service has occurred and its effect on an employee's leave in accordance with applicable State Human Resources Regulations.

10. Administration

Employees and Supervisors. Employees are responsible for requesting annual leave in advance when practicable, ensuring sufficient leave is available, accurately reporting leave taken, and reviewing leave balances. Supervisors are responsible for reviewing and approving leave requests, considering operational needs and staffing requirements, ensuring leave is properly recorded, and consulting Human Resources regarding questions of eligibility or administration.

Note: If an employee takes more annual leave than is available to them, the employee’s pay will be docked for the leave overage as soon as administratively possible.

When annual leave is used concurrently with FMLA leave, the leave will be administered in accordance with the College's FMLA Policy and applicable federal law.

11. Compliance With Law and Regulations

This policy is intended to comply with applicable federal and South Carolina law and State Human Resources Regulations. If a provision of this policy conflicts with a mandatory legal or regulatory requirement, the applicable law or regulation will control.

Departments/Offices Affected by the Policy

All departments and offices are affected by this policy.

Procedures Related to the Policy

Related Policies, Documents or Forms

- FMLA
- Paid Parental Leave
- Leave Pool Transfer Program
- Other Leave Options
- State Human Resources Regulations

Issue Date: 10.1.26 **Date of Policy Revision:**	**Next Review Date:** 10/1/2031

POLICY APPROVAL
(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 9.3.12

President or
Chairman, Board of Trustees ______________ Date: 9.24.26