

- (b) absence for personal reasons for up to ten consecutive calendar days authorized by the department chair or School dean and upon proper notification being sent to the Vice President for Administration. An employee must obtain approval prior to going on authorized leave without pay. Failure to do so may result in the absence being charged as unauthorized leave.

Annual leave and sick leave do not accrue during periods of leave without pay, but accumulated totals are not forfeited. Before starting leave, faculty members should contact the Human Resources Office for information on the continuation of retirement credit, insurance plans, and other employee benefits during the period of leave.

Leave Transfer Program

Faculty and staff who earn annual leave or sick leave may donate leave to, or apply for leave from, the appropriate University Leave Transfer Program. Sick leave donors must maintain a 15-day sick-leave balance, and they may donate no more than half of the amount of leave earned during the current calendar year. Donated leave may not be restored or returned to the donor. Leave donors may not designate the recipient. Requests to use leave from the pool must be based on severe, catastrophic personal emergencies requiring a prolonged period of time away from work which would result in a substantial loss of income because of the unavailability of paid leave. Leave transfer requests are subject to the certification of the requesting faculty member's department chair or School dean, the availability of funds to pay for the leave, and the approval of the Vice President for Administration. For additional information and procedures, see the Employee Leave Transfer Program policy in the *University Policies and Procedures Manual*.

Holidays

The State of South Carolina generally has eleven legal holidays. Because some of these holidays fall during the period when classes are in session, the following holidays are usually observed: New Year's Day, Thanksgiving, and Christmas Day. The extra days are normally applied during the Christmas/New Year's season and at other appropriate breaks.