

current calendar year. Upon retirement, employees are paid up to a maximum of 45 days' unused annual leave without regard to any leave used during the year.

For further information, see the *University Policies and Procedures Manual*.

### **Leave of Absence (Without Pay)**

Aside from the leave mandated by the Family and Medical Leave Act (FMLA), an employee may be granted a leave of absence without pay provided his or her request is approved by his or her department chair, his or her School dean, and the Provost. Normally a leave of absence without pay will be granted only for short periods and when circumstances permit such an absence without undue hardship for the University. Annual and/or sick-leave credits are not earned in any month during which an employee is on leave without pay for more than half the working days of the month. Leave without pay must have been approved by the department chair, the School dean, and the Provost and reported to the Human Resources Office prior to the time the employee goes on leave.

An employee must use all annual leave and/or sick leave before going into a leave-without-pay status for anything other than for a disability as explained under the Sick Leave guidelines. If the employee fails to return at the end of the period for which the leave without pay was granted, he or she shall be treated as having voluntarily resigned from his or her position.

The employee should refer to Sick Leave guidelines for the use of leave without pay with regard to personal illness.

Summary of leave without pay :

1. Leave without pay may be granted for an extended period of disability due to illness, injury, or maternity. (See "Sick Leave.")
2. Leave without pay may be granted for active military service. (See "Military Leave.")
3. Special leave of absence without pay may be granted for good cause by the President on the recommendation of the department chair/school dean, and the Provost under circumstances wherein the best interest of the University will be served. Requests for a special leave of absence without salary shall normally be made not later than May 1 if the leave is to commence at the beginning of fall semester or not later than October 1 if the leave is to commence at the beginning of the spring semester. When a special leave of absence is granted, the Provost shall determine a date by which the faculty member on leave is obligated to inform the University whether or not he or she intends to return to the University. The faculty member's failure to do so by the date specified will result in termination of his or her appointment. If a faculty member fails to return after the period for which leave is granted, the appointment is terminated. The authorization of leave without pay is a matter of administrative discretion and may be considered in the following circumstances:
  - (a) extended absence in the interest of the University, such as advanced academic training, research, or experiences which lead to increased competence and promote the interest of the University as well as that of the faculty member. Such leave without pay may be granted for a maximum continuous period of one year, unless special permission for an extension is granted by the President;

- (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.