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THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM 1 May 2024
NUMBER 5-117

ATTENDANCE AND LEAVE POLICY

1. PURPOSE

The purpose of this policy is to outline the rules of attendance and leave in accordance with the provisions of the State's Leave Acts and Guidelines for employees assigned to a permanent FTE position at The Citadel.

2. REFERENCE

South Carolina Code Section 8-11-40 and Section 8-11-610

South Carolina Human Resources Regulations Section 19-709

The Americans with Disabilities Act (ADA) of 1990

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

3. DEFINITIONS

N/A

4. POLICY

A. Attendance: Workweek Hours, Overtime, and Breaks.

1. The normal workweek for employees at The Citadel is 37.5 hours of work per week. For recordkeeping and payroll purposes, the workweek begins at 12:01 AM on Sunday and ends at 12:00 AM (midnight) on Saturday.

2. Hours worked include all time that the employee is required to be on duty or at the prescribed workplace and all time during which the employee is permitted to work. This total includes any bona fide work which the employee performs on or away from the premises, if the supervisor knows or has reason to believe that the work is being performed.

3. Under justified circumstances, a nonexempt employee may be allowed to work in excess of the normal workday and may be given time off during the same workweek at an equivalent rate to avoid working over 37.5 hours in a workweek.

4. Rest periods or breaks that are 15 minutes or less must be counted as hours worked and are permitted at the discretion of the Department Head. Breaks will not be used to allow an employee to come in late, to leave early, or to extend the lunch period.

5. Employees are expected to take lunch breaks each work day as part of normal work-life balance. Not taking a lunch break in order to arrive later or leave early should not be the norm, but may be authorized in extenuating circumstances by supervisors.

6. Regular work hours are from 8:30 AM until 5:00 PM. However, Managers and/or Department Heads have the authority to flex employees' hours to cover normal office hours, providing employees stay within the 37.5 hour work week.

B. Leave Programs - Paid and Unpaid.

1. Holidays.

a. Thirteen (13) holidays are granted each year. The Citadel reserves the right to move designated holidays to the December break when the college closes for approximately eight (8) working days.

b. The Citadel's Holiday schedule is published by Human Resources before the beginning of the calendar year in which the holidays are observed. The schedule can be found at http://www.citadel.edu/root/hr-holiday

c. For legitimate business reasons, the college or specific departments may observe an alternate holiday schedule if approved in advance by the President in consultation with the Chief Human Resources Officer.

d. Holiday scheduling is at the supervisor's discretion. Every effort will be made to allow employees to spend holidays with their families. However, supervisors may consider workloads, departmental and customer needs, and similar factors when scheduling holidays.

e. Holidays cannot be observed in advance of the actual day.

f. Working on a Holiday.

1) If an employee is required to work on a holiday, the employee will be given holiday compensatory time equal to all hours worked during the holiday within one year of the holiday at the convenience of the college.

2) An employee who must work a portion of the holiday because of a shift that begins on one day and ends on another will be given holiday compensatory time equal to all hours worked on the holiday.

3) Employees must obtain the approval of their department head for working on a holiday. If granted, compensation will be at the employee's regular rate of pay. Holiday compensatory time or monetary compensation is to be paid only to those employees who are required to be on the job and performing authorized work.

4) Holiday compensatory time is only available those specific, predetermined holidays / dates.

g. When a holiday falls and employees are on paid leave during a period of military leave, the employee is entitled to holiday pay and the holiday will not be counted toward the aggregate of 15 days of military leave for training or 30 days for emergency leave.

2. Annual Leave.

a. The provisions set forth below apply to all employees assigned to established classified positions and to those assigned to unclassified positions who are scheduled to work 12 months per year. For those annual leave eligible positions who are employed less than 12 months, annual leave is prorated based on number of hours worked per week

b. All employees earn the number of days per year based on their years of service. A fulltime state employee working 37.5 hours per week will earn 9.375 hours per month or fifteen (15) days per year. After ten (10) years of service with the State, you will earn an additional 9.375 hours per year of annual leave, which is converted to a monthly rate. (See Annex A).

c. Faculty on a 12-month basis will not earn annual leave during periods of sabbatical leave.

d. No more than 337.5 hours (or 45 days) may be carried over from one calendar year to another.

e. Annual leave must be approved in advance by the employee's supervisor. It is the responsibility of both the employee and the employee's supervisor to ensure that the employee has enough annual leave to cover the amount of leave requested.

f. Whenever possible, an employee's request for annual leave will be honored. However, The Citadel reserves the right to limit the number of employees who may be absent from any given unit or department at any one time and to deny any leave request when the employee's absence would place an undue hardship on the department's operations.

g. The maximum number of annual leave which may be taken during the calendar year is 30 workdays for full-time employees.

h. When a holiday is observed by The Citadel during the period an employee is on annual leave, the employee will receive only his/her regular holiday pay for that day and the day will not be charged against the employee's annual leave earnings.

i. Transfer of Annual Leave.

1) When an employee transfers from one SC State Agency to another without a break in service, all accumulated annual leave is transferred with the employee from the losing agency to the gaining agency. Annual leave is not transferred with the employee when transferring between a school district and another SC State Agency.

2) Upon separation from State employment, a lump sum payment will be made for unused annual leave, not to exceed 45 days. If the employee has not experienced a break in service, the agency shall not pay out any unused annual leave. However, an employee who transfers or is reassigned to a position of academic rank at an institution of higher learning should be paid out for any unused annual leave. A break in service is defined when an employee:

a) Separates from State service,

b) Moves from one State agency to another and is not employed with the receiving agency within 15 calendar days following the last day worked (or approved day of leave) at the transferring agency, or

c) Remains on leave for a period of more than 12 months. Exceptions include: if an employee is on a military tour of duty with reemployment rights protected under federal or State law or if the employee is an academic personnel at an institution of higher learning on sabbatical leave.

3) Upon termination, leave balances are calculated as of the last actual day of physical work or preapproved leave with pay date.

3. Sick Leave.

   a. Leave taken under this section may qualify as Family Medical Leave Act (FMLA) leave and, if so, will run concurrently. (See The Citadel's FMLA Policy.)

   b. A permanent fulltime state employee working 37.5 hours per week will earn 9.375 hours per month or fifteen (15) days per year.

   c. Sick leave may be used for personal illness, medical or dental appointments, and caring for ill members of immediate family.

      Employees may use up to ten (10) days of sick leave annually to care for ill members of your immediate family. For the purpose of this policy, immediate family is defined as the employee's spouse, children, and the following relations to the employee or the employee's spouse of the employee: mother, father, brother, sister, grandparent, legal guardian, and grandchildren.

   d. Per South Carolina Code of Laws, The Citadel will provide six weeks of paid leave at one hundred percent of the eligible employee's base pay or two weeks of paid leave at one hundred percent of the eligible employee's base pay depending on the qualifying event.

      1) Qualifying events include the birth of a newborn biological child to an eligible state employee or after a co-parent's birth of a newborn child or fostering a child in state custody or the initial legal placement of a child by adoption. To qualify for Paid Parental Leave (PPL), the adoption, birth or foster care placement must occur on or after October 1, 2022.

      2) To be eligible for Paid Parental Leave the employee must occupy all or part of a full-time equivalent (FTE) position. There is no service requirement to be eligible for PPL. Employees occupying all or part of an FTE position are immediately eligible for PPL. Eligibility determinations are made as of the date of the birth, adoption or foster care placement.

   e. An employee who adopts a child may use up to six weeks of accrued sick leave credits for the purpose of providing care for the child immediately following placement. Leave time authorized by this section may be approved only if the employee is the person who will be primarily responsible for the care and nurturing of the child during this period.

   f. Human Resources may require verification of illness for time missed if sick leave is used. This verification consists of a health care provider's statement of the need for sick leave and gives the inclusive dates of the leave.

g. Department Heads should notify the Human Resources of any absence that exceeds three days as such an absence may be covered under FMLA. Notification regarding unauthorized absences and absences involving leave without pay should also be communicated to Human Resources.

h. In the event an employee's illness extends beyond available sick and annual leave, the Chief Human Resources Officer or designee may, upon the written recommendation of the employee's department head, advance up to 15 days of additional sick leave to the employee. Only one approved request may be outstanding at any given time.

i. In qualifying sick leave situations, the employee shall use all sick leave before going on leave without pay unless the Chief Human Resources Officer or designee grants an exception at the employee's request.

j. Under the Americans with Disabilities Act (ADA), certain extended impairments may be protected as disabilities and may require reasonable accommodation. In certain cases, the use of leave may be considered a reasonable accommodation. Determinations regarding reasonable accommodations will be made on a case-by-case basis as determined by the circumstances. Employees who would like to request accommodations under the ADA should contact the Human Resources.

k. No more than 1,350 hours (180 days) may be carried from one calendar year to another.

l. Upon separation from employment, an employee shall forfeit all earned sick leave.

    1) Exception: When an employee transfers from one SC State agency to another without a break in service, all sick leave credits are transferred with the employee from the losing agency to the gaining agency.

    2) An employee of a State agency transferring to a SC school district or a SC school district employee transferring to a State agency is permitted to transfer to and retain at the new employer all sick leave earned at the former employer regardless of his employment status at the new employer.

4. Blood Drives / Bone Marrow Donors / Organ Donor.

    a. At times convenient for the employing department, employees will be permitted to participate in blood drives during your work hours without using accrued leave. The college may deny the employee's request for time to donate if the absence of the employee would create scheduling difficulties in completing assignments within the department or division.

b. Employees who seek to undergo a medical procedure to donate bone marrow may be granted paid leaves of absence. The combined amount of paid leave may not exceed 40 work hours unless additional time is approved by the President.

c. Employees who wish to be an organ donor and who accrue annual or sick leave as part of their employment are entitled to leaves of absence from their respective duties without loss of pay, time, leave or performance rating for one or more periods not exceeding a total of thirty regularly scheduled workdays in any one calendar year during which they may engage in the donation of their organs. Saturdays, Sundays and state holidays may not be included in the thirty day total unless the particular Saturday, Sunday or holiday to be included is a regularly scheduled workday for the employee involved.

   Leave requests for Bone Marrow and Organ Donation must be submitted to Human Resources with written verification by a physician regarding the purpose and amount of time needed for each leave request.

5. Court Leave / Jury Duty.

   a. An employee, who is summoned as a member of a jury panel, shall be granted court leave with pay. Any jury fees and travel payment shall be retained by the employee.

   b. An employee, who is excused from jury duty and was not required to be at court the number of hours equal to the employee's workday, is required to return to the job according to arrangements between the employee and the agency designee. The employee must be on authorized leave for any time the employee is excused from jury duty and does not return to work.

   c. An employee who is summoned to jury duty will be required to work on any given day only the number of hours that equal the employee's work schedule, minus the hours required to be at court.

   d. An employee, who is subpoenaed as a witness and who will not receive any personal gain from the outcome of the litigation, shall be entitled to court leave with pay for those hours required for the subpoena and may retain any witness fee and travel expenses.

   e. An employee, who is a victim of or witness to a crime and must attend court in relation to the case or in order to obtain an Order of Protection or restraining order, shall receive court leave with pay.

      1) Exceptions: An employee engaged in personal litigation is not eligible for court leave with pay, but may be granted annual leave or leave without pay with appropriate authorization.

2) When an employee is subpoenaed to represent an agency or attends in an official capacity, a mediation / arbitration conference, it is considered a part of the employee's job assignment. The employee shall be reimbursed for any meals, lodging, and travel expenses that may be incurred according to South Carolina rules and regulations.

6. Death in Immediate Family.

   a. In the event of a death within an employee's "immediate family," the employee may be granted up to three consecutive days of leave with pay. For the purposes of this section, "immediate family" is defined as the spouse, great-grandparents, grandparents, parents, legal guardians, sisters, spouse of sisters, brothers, spouse of brothers, children, spouse of children, grandchildren, great-grandchildren of either employee or the spouse. Among those not included under this policy are aunts, uncles, nieces, nephews and cousins. The employee is expected to notify the supervisor of the circumstances before taking leave due to a death in the immediate family.

   b. If the employee needs to be excused from work for more than the three days of leave provided under this policy, the employee may request annual leave

7. Educational Leave.

   An employee is encouraged to schedule classes during off-duty hours, whenever possible. When a class cannot be scheduled during off-duty hours, the Chief Human Resources Officer may adjust the employee's work schedule, if doing so will not interfere with normal efficient operations of the agency. When a class cannot be scheduled during off-duty hours and the agency cannot feasibly adjust the work schedule of the employee, the employee may be allowed to take annual leave or may be granted leave without pay in order to attend classes.

8. Election Leave.

   In most instances, the polls open early enough and/or close late enough to give all employees the opportunity to vote either before reporting to work at the regular time or after getting off work at the end of the day. In the event an employee's work schedule would preclude having an opportunity to vote, the employee may be granted up to two hours leave with pay for this purpose.

9. Military Leave.

   a. All employees of The Citadel who are members of the SC National Guard or a reserve unit of the United States Armed Forces will be entitled to military leave with pay for up to 15 work days in any one calendar year while taking part in training exercises or other duties ordered by the appropriate

authority. An employee who is called to active duty to serve during an emergency will be entitled to such leave with pay for up 30 additional working days. Any one calendar year means either a calendar year or, in the case of members required to perform active duty or other duties within or on a fiscal year basis, the fiscal year of the National Guard or reserve component issuing the orders. While on this type of leave, the employee will receive his full regular salary from the college.

b. In accordance with USERRA, employees must request the leave in writing and present appropriate documentation to their supervisor and Human Resources as soon as orders are received.

10. Hazardous Weather and Emergency Leave.

a. The Governor has sole authority to excuse employees of State government from reporting to work during extreme weather or other emergency conditions. The Governor can provide State employees with up to five (5) days leave with pay for absences from work due to the state of emergency for hazardous weather. The Governor will issue a Declaration of Emergency stating that, because of extreme weather or other specified emergency conditions, employees should not report to work. Closure of The Citadel will mirror the closing of Charleston County government offices. This protocol is also used for delayed openings. Unless a Declaration of Emergency has been issued, all State government employees are expected to report for work.

1) If/when the Charleston County Administrator has announced that County offices will move to a delayed schedule, or close all offices, The Citadel will adopt the same operations schedule as Charleston County, with only designated essential personnel providing required support to campus activities.

2) Once the decision for closing has been made, the official opening and closing schedule will be published by Chief Human Resources Officer, via e-mail. In addition, notifications will be communicated through BulldogAlert as well as notifying local news outlets. It is the responsibility of the supervisors and/or department heads to keep their employees informed and up-to-date on all schedules.

b. During a Declaration of Emergency, all essential and direct care services will remain operational during hazardous weather or other emergency conditions. The President, Provost, Vice Presidents and Chief Human Resources Officer will identify and notify essential employees by position, classification or internal title and will post a list thereof. To the extent possible, no change of the essential employee roster should be made after the notification of a closing. All other, non-essential, employees will not be expected to report to work.

In the event a non-essential employee reports to work when The Citadel is closed, the employee should be sent home unless personal safety would be jeopardized. If an employee disregards a directive to leave the work site, the time worked must be reported, but the employee may be subject to disciplinary action.

c. No provision of this policy will preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety.

d. If the Governor does not provide pay for state employees (FTE) during a Declaration of Emergency, those employees who do not report to work or who report late will use annual or compensatory leave, take leave without pay or be allowed to make up time lost from work.

e. Temporary and student employees will not be compensated for loss time.

f. Employees will be given the option of making up the time lost from work; however, the time will be made up and/or scheduled according to the business needs of the College. Making up the lost time should be done in a reasonable length of time, preferably within a 30-day calendar period.

g. If an employee has already obtained approval for leave during the declared state of emergency, the employee may withdraw the approved leave and substitute the hazardous weather leave. Leave changes must be routed through the employee's supervisor and submitted in writing to the payroll office.

11. Leave Without Pay.

a. In the event that leave is required beyond one's available sick and annual leave, a leave of absence without pay may be granted. Leave without pay is to be submitted by Department Head or Dean and approved in advance by the respective VP and/or Provost in consultation with the Chief Human Resources Officer. Leave of absence without pay may be granted for the following:

1) Due to service in the armed forces,

2) For faculty, extended absence in the interest of The Citadel, such as advanced academic training, research, or experiences that lead to increased proficiency and promote the interest of the college as well as the faculty member, or

3) Necessary absences for extenuating circumstances up to a maximum of 365 days, when such absences extend beyond available sick/annual leave.

b. Before starting leave, employees should contact The Citadel's Benefits Manager in Human Resources for information on the continuation of retirement credit, insurance plans, and other employee benefits during the period of leave.

c. Annual leave and sick leave do not accrue during periods of leave without pay, but accumulated totals are not forfeited.

C. Employees shall earn annual leave while on annual leave, sick leave, or other authorized leave with pay. Employees shall not earn said leave while on leave without pay.

D. Leave Transfer Program: The Citadel maintains an annual leave pool and a sick leave pool. Employees may donate unused annual or sick leave to the pool. Employees who experience a personal emergency and meet the eligibility criteria may request leave from the appropriate pool. (See Annex B).

5. COMPLIANCE

Failure to comply with this policy and/or leave abuse may result in disciplinary action, up to and including termination.

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved by the Vice President for Finance on 1 May 2024

B. Responsible Department:

Human Resources

C. Responsible Official:

Chief Human Resources Officer

D. Cross References:

Citadel's Holiday Leave Schedule

Family and Medical Leave Act (FMLA) Policy

Overtime Policy

7. RESCISSION

All prior versions of this Memorandum are rescinded. The Hazardous Weather and Emergency Leave, Faculty Leave Without Pay, and Education Leave policies are rescinded.

8. REVIEW

Review this policy on a biennial basis.

FOR THE PRESIDENT

OFFICIAL

PREETHI SAINT
Colonel, SCM
Vice President for Finance

Attachments:
Annex A – Annual Leave Accrual Rates
Annex B – Employee Leave Transfer Program

Annex A
Annual Leave Accrual Rates

Five Days, 37.5 Hours Per Workweek Schedule

YEARS OF SERVICE	DAYS EARNED PER YEAR	HOURS PER MONTH
1 – 10	15.00	9.38
11	16.25	10.16
12	17.50	10.94
13	18.75	11.72
14	20.00	12.50
15	21.25	13.28
16	22.50	14.06
17	23.75	14.84
18	25.00	15.62
19	26.25	16.40
20	27.50	17.19
21	28.75	17.97
22 & Over	30.00	18.75

Annex B
Employee Leave Transfer Program

This document sets forth The Citadel Leave Transfer Program for all eligible faculty and staff members pursuant to the South Carolina Leave Transfer Act. Temporary employees, student employees, and any other employees not in a permanent position are not eligible. The request must be based on a personal emergency requiring time away from work which would result in a substantial loss of income because of the lack of paid leave.

Leave taken pursuant to this policy may qualify as FMLA leave and, if so, will run concurrently.

1. Leave Donations (1240.02).

   A. Faculty or staff members earning sick and/or annual leave may donate a specified amount of sick and/or annual leave to be transferred from their leave balance to The Citadel's Leave Pool. Leave donations must be made prior to 15 January of the following calendar year. Once leave of an employee has been transferred to a pool account, it may not be restored or returned to the leave donor. A donor of leave may also designate the recipient.

   B. Annual Leave - Faculty or staff may donate no more than one-half of the annual leave he/she earns within that calendar year to The Citadel's Annual Leave Pool.

   C. Sick Leave – Faculty or staff with more than fifteen (15) days in his or her sick leave account may donate no more than one-half of the sick leave that he or she earns within that calendar year to The Citadel's Sick Leave Pool. After the transfer the employee must retain a minimum of fifteen (15) days in his or her sick leave account. An employee with less than fifteen (15) days in his or her sick leave account may not transfer any sick leave to the Sick Leave Pool.

2. Leave Transfer.

   Eligible faculty and staff members experiencing a personal emergency requiring time away from work for which they have no paid leave may request that a specified amount of annual or sick leave, as appropriate to their situation, be transferred from the leave pool.

3. Eligibility and Criteria.

   A. Only permanent faculty and staff members employed with The Citadel who accrue annual and/or sick leave are eligible to request a leave transfer from the leave pool.

   B. For purpose of this policy, a personal emergency is defined as a medical or family emergency or other hardship situation that is likely to require a faculty or staff member's absence from duty for a prolonged period of time and results in a substantial loss of income because of the lack of paid leave.

   C. A personal emergency is limited to catastrophic and debilitating medical situations, severely complicated disabilities, and severe accident cases which would complicate disabilities, and severe accident cases which would require a prolonged period of

recuperation. Routine sick leave or leave resulting from elective surgery does not qualify for leave transfers from the leave pool.

D. Leave requests for maternity reasons may be approved if the reasons constitute a personal emergency. For example, expectant mothers who must be on bed rest per a physician for a period of at least 30 workdays before delivery could qualify for the leave transfer pool. However, eligibility would end upon the birth of the child unless a catastrophic, debilitating, or life threatening situation arises for the employee or the child as a result of the birth.

E. For the purpose of this policy, a prolonged period of time, as used in the definition of personal emergency, is generally interpreted to be a minimum of thirty (30) working days. A faculty or staff member must have been in leave without pay for a minimum of thirty (30) working days or be able to provide documentation certifying that a medical emergency will result in a period of leave without pay for that period of time. However, an employee who is within thirty (30) days of becoming eligible for long term disability benefits or disability retirement, and who has exhausted all accrued leave due to the prolonged personal emergency, may be considered for leave transfer even though the total period of leave without pay may be for less than thirty (30) working days.

F. A faculty or staff member must exhaust all earned sick and/or annual leave prior to using approved transferred leave.

G. Employees who become eligible for other paid benefits will generally be considered ineligible for leave transfer from the leave pool. Examples of other paid benefits include but are not limited to workers' compensation, long term disability, disability retirement benefits, military benefits, or any other source of income to the employee. Employees who have other household income that would not put the employee in a hardship situation will not be eligible for the leave transfer program.

H. There is no limit to the number of separate requests that a faculty or staff member may submit; however, each separate request must be limited to no more than thirty (30) working days.

I. When a faculty or staff member returns to work, and the personal emergency ends, or employment terminates, any transferred leave remaining in the leave recipient's balance must be restored to the leave pool. When employment terminates, payment for the accrued leave is included in the leave recipient's total service for retirement computation purposes.

J. Sick leave requests must be accompanied by a certification by the health care provider to the effect that the conditions exist in accordance with the definition of personal emergency found in manual.

K. Whether transferred leave may be applied retroactively and for what length of time will be determined on a case by case basis in light of the justification presented.

L. The granting of annual leave for family emergencies will be limited to the immediate family. Immediate family is defined as spouse, children, parents, grandparents and

grandchildren of either the employee or the spouse, if the employee is the primary caretaker.

4. Leave Donation.

   A. During the month of December of each calendar year, the Human Resources will notify faculty and staff members who are eligible to donate annual or sick leave earnings.

   B. When a faculty or staff member wishes to donate annual or sick leave to the leave pool, a Leave Donation Request Form must be completed specifying the amount and type of leave to be donated. Leave Donation Request forms may be obtained from the Human Resources office.

   C. When the donation has been approved, the leave donor's sick and/or annual leave balance will be decreased by the specified amount. Notification of this action will be provided to the employee donating leave. If a donation has been disapproved, the employee will also be notified.

5. Request For Leave (1240.03).

   A. An employee with a personal emergency may request sick or annual leave from the appropriate pool account by completing a "Recipient Request for Leave Transfer Form" and attaching all necessary documentation and submitting it through their Department Head for recommendation to the Chief Human Resources Officer.

   B. The Benefits Manager will evaluate the recipient's request to determine if the requirements of the State Human Resources Regulations have been met and if the request is in full compliance with the policies and procedures of the Leave Transfer program. After the evaluation has been completed, recommendation will be made to the Chief Human Resources Officer for approval or disapproval.

6. Approved Requests.

   The Benefits Manager will notify the employee, his or her Department Head and the Payroll Office of the leave transfer approval, the number of hours approved, and the type of leave (sick or annual) approved. The notification to the Payroll Office will include the number of hours to transfer upon initial notification. The number of hours to transfer will not be greater than the amount of Leave Without Pay already used for the current situation.

7. Disapproved Requests.

   The Benefits Manager will notify the employee and his or her Department Head of the disapproval. The employee may request a review of the disapproval decision. The basis for the review will be to ensure that State Human Resources Regulations and the policies and procedures were followed in the disapproval decision. There is no provision for further appeal of a disapproval decision made.

8. Leave Restoration.

A. When the personal emergency affecting a leave recipient terminates and the recipient returns to work, the Supervising Department Head should notify the Benefits Manager.

B. The Benefits Manager will review the status of the leave records and notify the Payroll Manager of any annual or sick leave remaining to the credit of the leave recipient and request the leave be deducted from the employee's leave records and restored to the appropriate pool account by submitting the leave restoration information (i.e. hours/amount) to be processed by the payroll department.

9. Use of Annual or Sick Leave (1240.05).

A. When the selection of a leave recipient has been approved in accordance with State guidelines, The Citadel may transfer all or any portion of the annual or sick leave transfer pool to the annual or sick leave account of the leave recipient.

B. Upon approval of a request, an employee may use annual or sick leave transferred from the appropriate pool account in the same manner and for the same purposes as if the employee had accrued the leave in the manner provided by State Regulations.

C. Annual or sick leave that accrues to the account of the leave recipient (including that which accrues during the period of absence occasioned by the current personal emergency) must be used before using any leave from a leave transfer pool.

10. When Emergency Terminates (1240.06).

A. The personal emergency affecting a leave recipient terminates when the employee returns to work full-time, when Human Resources determines that the personal emergency no longer exists, or when the leave recipient's employment terminates.

B. When the personal emergency affecting a leave recipient ends, any transferred annual or sick leave remaining to the credit of the leave recipient must be restored to the appropriate pool account and processed by the Payroll Department.

11. When Employment Terminates (1240.07).

Transferred annual or sick leave from a pool account remaining to the credit of a leave recipient when the leave recipient's employment terminates must be restored to the appropriate pool account. When employment terminates, transferred leave from a pool account cannot be transferred to another employee, included in a lump-sum payment for accrued leave, or included in the leave recipient's total service for retirement computation purposes.