

FLORENCE-DARLINGTON TECHNICAL COLLEGE

# POLICY

**Number:** 30-35  
**Title:** Employee Leave Transfer Program  
**Original Approval Date:**  
**Area Commission Review:**  
**Last Revision:** 11/19/24

**Reference (Policy and/or Procedure)**

**SBTCE:**

**FDTC:** Human Resources

**Other:** Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended; Section 19-711 of the State Human Resources Regulations

**Policy Description**

## 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 THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM 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.**

It is the policy of Florence-Darlington Technical College that eligible employees may voluntarily transfer portions of their sick and annual leave balances to a leave pool in a manner and under conditions specified by the accompanying procedures. It shall also be the policy of Florence-Darlington Technical College that eligible employees may withdraw sick and annual leave from the aforementioned leave pool under conditions and circumstances specified by the accompanying procedures. Eligible employees include all employees who earn annual and sick leave.