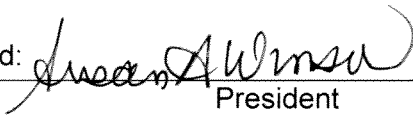


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: LEAVE	Policy Number: 3-2-101
Institutional Authority: President	
Associated SBTCE Policy: 8-3-100; 8-3-101; 8-3-102; 8-3-103; 8-3-106	
Associated ATC Procedure: 3-2-101.1	

Approved: 
President


Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: 02/11/2008

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 AGENCY.

I. Sick Leave

It is the policy of Aiken Technical College to grant sick leave to all of its eligible employees in accordance with sick leave guidelines of the State of South Carolina State Human Resources Regulations.

1. All procedures on sick leave will be subject to review and audit by the State Board for Technical and Comprehensive Education and the State Budget and Control Board to ensure compliance with applicable State and Federal guidelines.

II. Annual Leave

It is the policy of Aiken Technical College to grant annual leave to all of its eligible employees in accordance with annual leave guidelines of the South Carolina State Human Resources Regulations.

1. All procedures on annual leave will be subject to review and audit by the State Board for Technical and Comprehensive Education and the State Budget and Control Board to ensure compliance with applicable State and Federal guidelines.

III. Other Leave With Pay

It is the policy of Aiken Technical College that court leave, voting leave, short-term military training, and death in immediate family shall be considered as leave with pay in accordance with the South Carolina State Human Resources Regulations.

IV. Leave Transfer Pool

It is the policy of Aiken Technical College that eligible employees may voluntarily transfer portions of their sick and annual leave balances to a leave pool. It shall also be the policy of Aiken Technical College that eligible employees may withdraw sick and annual leave from sick and annual leave pools.

V. Leave Without Pay

It is the policy of Aiken Technical College that eligible employees may request leave without pay for an extended disability (illness, injury, or maternity). All leave must be exhausted before requesting leave without pay.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		