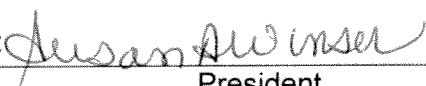


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	EMPLOYEE LEAVE TRANSFER PROGRAM	Procedure Number:	3-2-107.1 ATC
Institutional Authority:	President		
Associated SBTCE Policy/Procedure:	8-3-106; 8-3-106.1		
Governing ATC Policy:	3-2-107		

Approved: 
President


Vice President of Administrative Services

Date Adopted: 08/02/2010
Date Revised:

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.

Leave Withdrawal From Pool

The maximum amount of leave transfer per illness is a total number of three (3) requests for a total of no more than ninety (90) work days per calendar year.