



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**POLICY: Employee Leave Transfer
Number: 5.4.4**

Responsibility: Human Resources
Last Updated: February 21, 2023
State Policy/Law: SBTCE Policy 8-3-106 Employee Leave Transfer Program

Commission Chair

President

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The Technical College of the Lowcountry allows eligible employees to transfer voluntarily portions of their sick, annual, and faculty non-workday leave balances to their respective leave pools. Further, eligible employees may withdraw sick, annual, and faculty non-workday leave from the leave pools.

The manner and conditions for leave transfer are specified by the College's relevant procedures.

Procedures:

5.4.4.1 Employee Leave Transfer Program (SBTCE 8-3-106.1)