

HUMAN RESOURCES MANAGEMENT Annual and Sick Leave Guidelines

1. **Research Grant (Non-FTE) Position:** Employees accrue annual and sick leave per month based on percentage worked. **RG** employees who have **10+** years of **continued RG** service will accrue bonus **annual** leave based on percentage worked (*refer to [comp chart](#)*).
 - **New Hire:** Research Grant (non-FTE) positions are considered **temporary** in nature, do not hold FTEs, and **are** limited to the duration of grant funding. When grants or any subsequent renewals or extensions end, RG employees **must** be terminated. Employees occupying these positions **are** benefits eligible,
 - **RG** employees transferring to or from another **RG** position **within** MUSC **will retain** their annual and sick leave balances, provided the receiving grant is able to accept the cost of the leave transfer. IF the gaining grant is **unable** to accept the cost of the leave transfer, then the employee **must** be paid their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance,
 - Employees transferring to or from SC State, MUHA, Quasi-State or School District agencies **must** be **paid** their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance. **Note:** Contact MUSC University Benefits if you would rather **defer** your annual leave payout into a supplemental retirement account (benefits@musc.edu),
 - Employees transferring to or from an **FTE** position **within** MUSC **must** be **paid** their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance,
 - Employees terminating employment with MUSC **must** be **paid** their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance. **Note:** Contact MUSC University Benefits if you would rather **defer** your annual leave payout into a supplemental retirement account (benefits@musc.edu),
 - Employees transferring **to** MUSC-P **must** be **paid** their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance. **Note:** Contact MUSC University Benefits if you would rather **defer** your annual leave payout into a supplemental retirement account (benefits@musc.edu),
 - Employees transferring **to** MUHA **must** be **paid** their annual leave balance **not** to exceed 360 hours; however, their sick leave balance **will** transfer provided MUHA guidelines are followed (*refer to [MUHA guidelines-page 2](#)*).

2. **Classified/Unclassified Non-Faculty (FTE) Position:** Employees accrue annual and sick leave per month based on percentage worked. Employees who have **10+** years of **combined** SC State, MUHA, Quasi-state and school district service accrue bonus **annual** leave, based on percentage worked (*refer to [comp chart](#)*).
 - Reassignments, between departments, of employees in classified and unclassified non-faculty positions will **not** change annual or sick leave balances (*unless percentage of work effort changes*),
 - Employees transferring to or from SC State agencies **may** have their annual and sick leave balance transferred provided s/he does **not** experience a [break in service](#),
 - Employees transferring to or from **faculty** positions **within** MUSC **must** be **paid** their annual leave balance **not** to exceed 360 hours; however, their sick leave balance will **not** be affected,
 - Employees transferring to or from SC Quasi-State or School District agencies **must** be **paid** their annual leave balance **not** to exceed 360 hours and **will** have their sick leave balance transferred, provided s/he does **not** experience a [break in service](#). **Note:** SC Ports Authority no longer **accepts** sick leave; therefore, sick leave **is forfeited**,
 - Employees transferring to or from a research grant (non-FTE), resident, post-doc, temporary or time-limited position **within** MUSC **must** be **paid** their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance,
 - Employees terminating employment with MUSC **must** be **paid** their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance. **Note:** Contact MUSC University Benefits if you would rather **defer** your annual leave payout into a supplemental retirement account (benefits@musc.edu),
 - Employees transferring **to** MUSC-P **must** be **paid** their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance. **Note:** Contact MUSC University Benefits if you would rather **defer** your annual leave payout into a supplemental retirement account (benefits@musc.edu),
 - **FTE** employees transferring **from** MUHA **must** be **paid** their **PTO** balance (*MUSC does **not** accept PTO leave*). **FTE** employees **may** have their **ESL** balance transferred provided s/he does **not** experience a [break in service](#).
 - Employees transferring **to** MUHA **must** be **paid** their annual leave balance **not** to exceed 360 hours; however, their sick leave balance **will** transfer provided MUHA guidelines are followed (*refer to [MUHA guidelines-page 2](#)*).

3. **Faculty (FTE) Position:** Faculty members accrue annual and sick leave per month based on percentage worked (*refer to [faculty leave accrual chart](#)*).
- Reassignments, between departments of employees in faculty positions will **not** change annual or sick leave balances (*unless percentage of work effort changes*),
 - Employees transferring to or from SC State agencies **must be paid** their annual leave balance **not** to exceed 360 hours; however, their sick leave balance **will** transfer (*not considered a break in service*),
 - Employees transferring to or from SC Quasi-State or School District agencies **must be paid** their annual leave balance **not** to exceed 360 hours and **will** have their sick leave balance transferred, provided s/he does **not** experience a [break in service](#). **Note:** SC Ports Authority no longer **accepts** sick leave; therefore, sick leave **is forfeited**,
 - Employees transferring to classified or unclassified non-faculty positions **within** MUSC have the **option** of transferring or being **paid** annual leave balance **not** to exceed 360 hours; however, their sick leave balance will transfer (*not considered a break in service*),
 - Employees transferring to or from a [research grant](#) (non-FTE), [resident](#), [post-doc](#), [temporary](#) or [time-limited](#) position **within** MUSC **must be paid** their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance,
 - Employees terminating employment with MUSC **must be paid** their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance. **Note:** Contact MUSC University Benefits if you would rather **defer** your annual leave payout into a supplemental retirement account (benefits@musc.edu),
 - Employees transferring **from** MUHA **must be paid** their **PTO** balance (*MUSC does not accept PTO leave*). **FTE** employees **may** have their **ESL** balance transferred provided s/he does **not** experience a [break in service](#).
 - Employees transferring **to** MUHA **must be paid** their annual leave balance **not** to exceed 360 hours; however, their sick leave balance **will** transfer provided MUHA guidelines are followed (*refer to [MUHA guidelines-page 2](#)*).
4. **MUSC-Physicians:** MUSC-P is **not** a SC state, quasi-state or school district agency. Employees transferring **from** MUSC-P **cannot** have PTO, ESL or dates of service transferred to MUSC (university). MUSC employees transferring **to** MUSC-P **must be paid** their annual leave balance **not** to exceed 360 hours and **forfeit** their sick leave balance. **Note:** Contact MUSC University Benefits if you would rather **defer** your annual leave payout into a supplemental retirement account (benefits@musc.edu).
5. **MUHA Guidelines:** MUSC Sick leave does **not** automatically transfer. The former MUSC employee **must pay** MUHA, at MUHA's Cashiers office, the **net** amount of Final annual leave **paid** by MUSC. The employee then needs to bring the **receipt** to MUHA's HR Office to have annual leave reinstated as PTO (Paid Time Off) and sick leave hours reinstated as ESL. MUHA Contacts are:
- Cashier's Office: 1 Poston Road, Suite 110, Park Shore, Charleston, SC, 29407
 - Paige Russell, Benefits, russelpa@musc.edu, 843-792-5071
 - LaTasha Sanders, Payroll, sanderlj@musc.edu, 843-876-8280
 - Jestine Scott, Payroll, scottjes@musc.edu, 843-876-8287
 - Kara Hamilton, HR, hamilkar@musc.edu, 843-792-5089
6. **Break in Service:**
- Separates from SC State service and **is paid** for unused annual leave; *Sick leave is not paid out*,
 - Moves from an **FTE** position into a [research grant](#) (non-FTE), [resident](#), [post-doc](#), [temporary](#) or [time-limited](#) position,
 - Moves to or from another SC State, MUHA, Quasi-State or School District agency and is **not** employed by the receiving agency within 15-calendar days following the last day worked (*or approved day of leave at the transferring agency*),
 - Remains on leave for a period of more than one calendar year (365 days),
 - Separates from SC State service as a result of a reduction in force and is not recalled to the original position or reinstated with State government within 12 months of the effective date of the separation, or
 - Involuntarily separates from SC State service and the agency's decision is upheld by the State Employee Grievance Committee or by the courts.
7. **QUESTIONS:**
- **Leave:** (i.e., leave accruals, corrections, supplemental, employee transfers internally and externally, terminations, catastrophic/donations, military, etc.) to HRM University Leave Coordinator (robinsmo@musc.edu),
 - **Benefits:** (i.e., Insurance, retirement or FMLA) to HRM University department (Benefits@MUSC.edu),
 - Refer to the following MUSC links for [Policies](#), [Leave | MUSC Horseshoe](#), [Employee Corner](#), [Faculty Resources](#).