

HUMAN RESOURCES MANAGEMENT

Annual and Sick Leave Guidelines

University Employees Only

Exempt employees **cannot** be paid unused (banked) holidays. The holiday(s) **must** be taken within one year; **before** transferring into a temp position; or terminate employment; otherwise, the holiday(s) is **forfeited** (includes *Employee Personal Holiday* if **not** used by end of calendar yr).

Non-exempt employees **can** be paid unused (banked) holidays, including the “Employee Personal Holiday”, IF **not** used **before** transferring to or from a Research Grant (non-FTE) position, a temporary position or terminating employment.

Please contact MUSC Benefits to **defer** annual leave payout into a supplemental retirement account (benefits@musc.edu)

1. **Research Grant Position (Non-FTE):** Employees accrue annual and sick leave, per month, based on percentage worked. Emps with **10+** years of **continuous RG** service **will** accrue bonus leave based on percentage worked (refer to [comp chart](#)).
 - a. **New Hire:** Research Grant (non-FTE) positions are **Temporary** in nature, do not require FTEs, and **are** limited to the duration of grant funding. When grant funding or any subsequent renewal or extension ends, the employee **must** be terminated,
 - b. IF transferring into or from RG positions **within** MUSC, **will retain** annual/sick leave and holiday hours, IF the receiving grant is able to accept the cost of the leave transfers. IF the gaining grant is **unable** to accept the cost of the leave transfers, the employee **must** be paid unused annual leave balance **not** to exceed 360 hours & **forfeit** unused sick leave,
 - c. IF transferring into or from an FTE or temporary position **within** MUSC, **must** be paid unused annual leave balance **not** to exceed 360 hours and **forfeit** unused sick leave,
 - d. IF transferring to or from SC State, Quasi-State or School District agencies, **must** be paid unused annual leave balance **not** to exceed 360 hours and **forfeit** unused sick leave,
 - e. IF transferring **to** MUHA, **must** be paid unused annual leave balance **not** to exceed 360 hours; however, sick leave balance **will** transfer, Only IF MUHA (MUSC Health) guidelines ([page 2](#)) **are** followed,
 - f. IF terminating MUSC employment, **must** be paid unused annual leave balance **not** to exceed 360 hours & **forfeit** unused sick leave.

2. **Classified/Unclassified Non-Faculty Position (FTE):** Employees accrue annual and sick leave, per month, based on percentage worked. Employees with **10+** years of **combined** SC State, MUHA, Quasi-State or School District service will accrue bonus **annual** leave (refer to [comp chart](#)).
 - a. Reassignments, between departments, of employees in classified and unclassified non-faculty positions **within** MUSC will **not** change annual or sick leave balances (*unless percentage of work effort changes*),
 - b. IF transferring into or from **faculty** positions **within** MUSC, **must** be paid unused annual leave balance **not** to exceed 360 hours; however, sick leave balance will **not** be affected,
 - c. IF transferring into or from a [research grant](#) (non-FTE), [resident](#), [post-doc](#), [temp](#) or [time-limited](#) position **within** MUSC, **must** be paid unused annual leave balance **not** to exceed 360 hours and **forfeit** unused sick leave,
 - d. IF transferring to or from SC State agencies, **must** have annual and sick leave balance **transferred** to receiving state agency, unless there is a [break in service](#) [link],
 - e. IF transferring to or from SC Quasi-State or School District agencies, **must** be paid unused annual leave balance **not** to exceed 360 hours; however, sick leave balance **will** transfer, IF there is **not** a [break in service](#) [link],
 - f. IF transferring to MUHA, **must** be paid unused annual leave balance **not** to exceed 360; however, sick leave balance **will** transfer, Only IF MUHA (MUSC Health) guidelines ([page 2](#)) **are** followed,
 - g. IF transferring from MUHA, **must** be **paid PTO** balance (*MUSC does not accept PTO leave*). **FTE** employees Only **may** have ESL balance transferred, IF there is **not** a [break in service](#) [link],
 - h. IF terminating MUSC employment and is **not** transferring to another SC State agency, **must** be **paid** unused annual leave balance **not** to exceed 360 hours and **forfeit** unused sick leave.

3. **Faculty Position (FTE):** Faculty members accrue annual and sick leave, per month, based on percentage worked; Faculty members do **not** accrue bonus leave (refer to [faculty leave accrual chart](#)).
 - a. Reassignments, between departments of employees in faculty positions will **not** change annual or sick leave balances (*unless percentage of work effort changes*),
 - b. IF transferring into classified or unclassified non-faculty positions **within** MUSC, has the **option** of transferring or being **paid** unused annual leave balance **not** to exceed 360 hours; however, sick leave balance **will** transfer (*not considered a break in service*),

Faculty Position (FTE) cont'd:

- c. IF transferring into or from a [research grant](#) (non-FTE), [resident](#), [post-doc](#), [temp](#) or [time-limited](#) position **within** MUSC, **must** be paid unused annual leave balance **not** to exceed 360 hours. Unused sick leave and unused (banked) holiday hours is **forfeited**,
 - d. IF transferring to or from SC State agencies, **must** be paid unused annual leave balance **not** to exceed 360 hours; however sick leave balance **will** transfer, unless there is a [break in service](#) [link],
 - e. IF transferring to or from SC Quasi-State or School District agencies **must** be paid unused annual leave balance **not** to exceed 360 hours and **will** have sick leave balance transferred, **IF** there is **not** a [break in service](#) [link],
 - f. IF transferring to MUHA (MUSC Health) **must** be paid unused annual leave balance **not** to exceed 360 hours, unused (banked) holiday hours is **forfeited**. Sick leave balance **will** transfer only **IF** MUHA (MUSC Health) guidelines ([page 2](#)) are followed,
 - g. IF transferring from MUHA, **must** be paid PTO balance (*MUSC does not accept PTO leave*). ESL balance will transfer, **IF** there is **not** a [break in service](#) [link],
 - h. IF terminating MUSC employment, **must** be paid unused annual leave balance **not** to exceed 360 hours. Unused sick leave and unused (banked) holiday hours is **forfeited** (*includes the Employee Personal Holiday, if not used before termination*).
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. MUSC **Non-exempt** employees transferring to MUSC-P **must** be paid unused annual leave balance **not** to exceed 360 hours, unused (banked) holiday hours (*including Employee Personal Holiday, when applicable*) and **forfeit** unused sick leave. MUSC **Exempt** employees transferring to MUSC-P **must** be paid unused annual leave balance **not** to exceed 360 hours. Unused sick leave and unused (banked) holiday hours is **forfeited**. **MUSC-P Contacts:** Sheila Janikowski, Benefits, janikosd@musc.edu; Siveng Bak, Human Resources, baks@musc.edu
5. **MUHA (MUSC Health) guidelines:** *MUSC Annual and Sick leave does not automatically transfer.* The former MUSC employee **must** pay the **net** annual leave paid out from MUSC to the MUHA's Cashiers office to purchase PTO and ESL leave. The receipt and last MUSC paystub **must** be scanned and emailed to Latonia Allen, HR (allenla@musc.edu). Once completed, annual leave will be reinstated as PTO (Paid Time Off) and sick leave reinstated as ESL. **IF** the employee chooses **not** to pay MUHA (MUSC Health) the **net** annual leave paid out by MUSC, their annual and sick leave will **not** transfer, **Employee Choice**. MUHA (MUSC Health) Contacts:
- Cashier's Office: 1 South Park Plaza | Building 2, Suite 100, Box 5, Charleston, SC, 29407 (mh-pr-chls@musc.edu)
 - All inquiries and payroll requests must be submitted through [ServiceNow](#) at <https://musc.service-now.com/hrportal>
 - Payroll Related Questions, mh-pr-chls@musc.edu
 - Ann Inthilith, Payroll, inthilit@musc.edu
 - Kristina Rose, Payroll, rosekr@musc.edu
 - Dianna White, Payroll, whitedi@musc.edu
 - Paige Russell, Human Resources, russelpa@musc.edu
 - Susi Boyd, Human Resources (H-O), boydre@musc.edu
 - Melissa Clark, Payroll, clarmeli@musc.edu
 - Misty Moorerm, Payroll, moorerm@musc.edu
 - Alyssa Smith, Payroll, smitha@musc.edu
 - Jessica Smith, Benefits, smijessi@musc.edu
 - Brittany Mackey, Human Resources (A-G), mackeyb@musc.edu
 - Tiffany Howell, Human Resources (P-Z), howeltif@musc.edu
6. **Break in Service:** **NOTE:** Employees in **FTE** positions transferring to or from various SC State agencies **cannot** be paid out annual leave balance, **no exceptions**. Annual and sick leave **must** be transferred to the receiving State agency...
- a) Transfers to or from another SC State, MUHA (MUSC Health), Quasi-State or School District agency and is **not** employed by MUSC **within** 15-calendar days following the last day worked,
 - b) Transfers from an **FTE** position into a [research grant](#) (non-FTE), [resident](#), [post-doc](#), [temporary](#) or [time-limited](#) position,
 - c) Separates from SC State agency and **is paid** unused annual leave (*sick leave is not paid out*),
 - d) Remains on leave for a period of more than one calendar year (365 days),
 - e) Separates from SC State agency 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,
 - f) Involuntarily separates from SC State agency and the agency's decision is upheld by the State Emp Grievance Committee or the courts.
7. **QUESTIONS — MUSC (university) Departments:**
- **Benefits:** (**Leave:** Accruals (FTE & RG non-FTE), corrections, holidays, advanced sick leave (Covid Only), supplemental leave, catastrophic leave pool/cutbacks/donations, computation charts. **Policies:** Annual, Sick, Supplemental, Holiday, Military, Catastrophic leave Program. **Emp transfers:** Internal, external, terminations) — HR Leave Administrator (robinsmo@musc.edu)
 - **Benefits:** (i.e., Insurance, retirement or FMLA) — HR University Benefits department (Benefits@MUSC.edu)
 - **Payroll:** (i.e., kronos, leave payouts, direct deposit) — Main Off (843-792-2191), Leslie Shields, **A-F** (shieldsl@musc.edu), Monique Simmons, **G-L** (simmons@mus.edu), Tanisha Gilmore, **M-R, Z** (gilmoret@musc.edu), Mary Jo Clark, **S-Y** (clarkma@musc.edu)
 - **MUSC links:** [Policies](#), [Leave](#), [Faculty Directory](#), <https://horseshoe.musc.edu/human-resources/univ/employee-corner>