

### Annual Leave Accrual Rates

- An employee's leave accrual date reflects the following: 1) all State service in an FTE position, including part-time service, adjusted to reflect any break in service; 2) all service as a certified employee in a permanent position of a school district of this State; and 3) all service in any temporary capacity counted toward the employee's probationary period.
- Service as an employee of the legislative or judicial branches of SC State Government is included in the leave accrual date if the employee held an FTE position.
- Service as employee of a quasi-state agency should not be considered when establishing an employee's leave accrual date because quasi-state agencies do not have state allocated FTE positions. Some quasi-state agencies include, but are not limited to: State Ports Authority, Santee Cooper, Public Service Authority, Savannah Valley Authority, Carolina Capital Investment Corporation (CCIC), SC Education Lottery, and the Medical University Hospital Association.
- A part-time employee in an FTE position earns annual leave based on the employee's average workday. The average workday is determined by dividing the total number of hours the employee is regularly scheduled to work during a week by five.

#### Annual Leave Accrual Chart

#### Chart #1

#### Five Days, 37.5 Hours Per Workweek Schedule

(may be rounded to the nearest two decimal places)

<u>Years of Service</u>	<u>Days Per Year</u>	<u>Hours Per Month</u>
1 -10	15.00	9.375
11	16.25	10.156
12	17.50	10.937
13	18.75	11.718
14	20.00	12.500
15	21.25	13.281
16	22.50	14.062
17	23.75	14.843
18	25.00	15.624
19	26.25	16.406
20	27.50	17.187
21	28.75	17.968
22 & over	30.00	18.750

(continued)

Chart #2

Five Days, 40 Hours Per Workweek Schedule

(may be rounded to the nearest two decimal places)

<u>Years of Service</u>	<u>Days Per Year</u>	<u>Hours Per Month</u>
1-10	15.00	10.000
11	16.25	10.833
12	17.50	11.666
13	18.75	12.500
14	20.00	13.333
15	21.25	14.167
16	22.50	15.000
17	23.75	15.833
18	25.00	16.667
19	26.25	17.500
20	27.50	18.333
21	28.75	19.167
22 & over	30.00	20.000