

Human Resource Letter No. 13-11
2013 Leave Balances Roll Over on December 31, 2013

As a reminder, your leave balances will roll over from 2013 to 2014 on Tuesday, December 31, 2013. In accordance with State regulations, employees will be allowed to carry over 45 days (337.50 hours) of Annual Leave and 180 days (1350.00 hours) of Sick Leave from 2013 into 2014.

Below are recommendations to help ensure your leave rolls over into the new year smoothly.

General Employee Reminders

- Check your leave balances **before** the end of December, to ensure you are not over the maximum roll over of 45 days of Annual Leave or 180 days of Sick Leave.
 - It is recommended that you print out a copy of your leave balances for comparison after the roll over is completed. To view this information go to MySCEmployee, Employee Self-Service. Click on My Working Time and then choose Quota Overview.
 - You will be able to view your 2014 leave balances in MySCEmployee beginning on Wednesday, January 1, 2014.
 - If you have any questions about your leave balances on or after January 1, please contact me for assistance.
- If your Annual or Sick Leave balances exceed the amounts listed above, and you would like to donate any excess leave to our agency's leave pool, please contact me **before** December 31, 2013.
- If you do not have excess leave but would like to donate the Commission's leave pool, below are the general guidelines.
 - You may donate up to ½ of the amount of leave you earn in a year. For Sick Leave that amount is 56.28 hours. Annual Leave is based on your rate of accrual.
 - You must keep a balance of 15 days (112.50 hours) Sick Leave upon donation.

Reminders for Managers and Supervisors Who Approve Leave in MySCEmployee

- Please review and approve or reject **all leave requests** in a timely manner leading up to the roll-over date, December 31, 2013. If leave is left pending after December 31, 2013 there may be errors with the roll over balances.

Should you have any questions, please feel free to contact me.

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