

Williamsburg Technical College  
PROCEDURE

**SECTION C – HUMAN RESOURCES MANAGEMENT**

Title <b>EMPLOYEE LEAVE TRANSFER PROGRAM</b>	Number <b>C-10.1</b>
Division of Responsibility <b>Administration and Finance</b>	Approval Date Page <b>1/21/2021 1 of 1</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>C-10.1</b> Date <b>2/3/14</b>

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Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education (SBTCE) Procedure 8-3-106.1 concerning Employee Leave Transfer Program. State Board policies and procedures may be viewed on the System Office website at [www.sctechsystem.edu](http://www.sctechsystem.edu).