

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION C – HUMAN RESOURCES MANAGEMENT**

Title <b>ANNUAL LEAVE</b>  <b>LEGAL AUTHORITY: SECTION 59-53-20 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA, AS AMENDED; SECTION 19-709 OF THE STATE HUMAN RESOURCES REGULATIONS.</b>	Number <b>C-6</b>
Division of Responsibility <b>Administration and Finance</b>	Date <b>8/17/20</b> Page <b>1 of 1</b>
Approval President  _____  Commission Chair  _____	Supersedes Policy No. <b>C-6</b> Date <b>2/3/14</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

It is the policy of Williamsburg Technical College to grant annual leave to all its eligible employees in a manner consistent with state law and regulations promulgated by the Budget and Control Board's Office of Human Resources.

All procedures on annual leave will be subject to review and audit by the State Board for Technical and Comprehensive Education (SBTCE) to ensure compliance with applicable state and federal requirements.

This policy is established using the guidance set forth in Policy 8-3-100 of the State Board for Technical and Comprehensive Education (SBTCE) Policy Manual concerning Annual Leave.

State Board policies and procedures may be viewed on the System Office website at [www.sctechsystem.edu](http://www.sctechsystem.edu).