

South Georgia Technical College Leave

ANNUAL LEAVE

Eligible full-time employees shall earn annual leave as follows:

⇒ Length of Service Rate of Accrual:

- * 0 through 60 months (inclusive) semi-monthly, 5 hours per pay period – 1 ¼ workdays (10 hours) per month.
- * 61 through 120 months (inclusive) semi-monthly, 6 hours per pay period – 1 ½ workdays (12 hours) per month.
- * 121 months and over semi-monthly, 7 hours per pay period – 1 ¾ workdays (14 hours) per month.

Annual leave shall be cumulative for not more than three hundred sixty (360) hours. Any leave earned in excess of three hundred sixty (360) hours at the end of any month is forfeited*.

- ⇒ Forfeited hours may be used toward retirement credits (ERS).
- ⇒ Forfeited hours may be restored in the event of a medical emergency.

SICK LEAVE

Eligible full-time employees shall earn annual leave as follows:

⇒ Length of Service Rate of Accrual”

- * A full-time employee compensated on a semi-monthly basis shall, at the end of each pay period, earn five (5) hours of sick leave provided the employee is in pay status for at least forty (40) hours during the pay period. A full-time employee compensated on a monthly basis shall, at the end of each pay period, earn ten (10) hours sick leave provided the employee is in pay status for at least eighty (80) hours during the pay period.
- * Sick leave shall be cumulative for not more than seven hundred twenty (720) hours. Any leave earned in excess of seven hundred twenty (720) hours at the end of any month is forfeited*.
 - ◆ Forfeited hours may be used toward retirement credits (ERS/TRS).
 - ◆ Forfeited hours may be restored in the event of medical emergency.

Note: You must have enough hours in your balance at the time the leave is taken to cover the time you are taking. Otherwise, the amount associated with hours taken in excess of your balance will be withheld from your next pay check.