



SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION

Maximum Sick Leave Carry-Over

- An employee in an FTE position may carry over a maximum of 180 days from one calendar year to the next.
- Typically, an employee in a part-time FTE position may carry over 180 average workdays from one calendar year to the next. For example, an employee who works a 30-hour workweek may carry over 180 of the employee's average six-hour days from one calendar year to the next.
- Note: If an employee moves from a 37.5 or 40 hour per week position to a part-time position, the change in work schedule may result in an employee having a maximum accumulation in excess of 180 average workdays in the new part-time status. The employee will not forfeit the excess as of the effective date of the change. The employee will retain this excess leave which is the maximum amount the employee may carry-over in future years. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of 180 average workdays, will become the employee's maximum carry over into future years or less. If the amount of leave carried over is less than 180 average workdays, then 180 days will become the maximum amount of unused leave the employee may carry forward thereafter.