

Medical University of South Carolina

Human Resources Management

Leave Transfer Guidelines

[University Employees Only]

IMPORTANT NOTE

Please Refer to Guidelines During Employee Interviews

*****Effective January 1, 2023, MUHA dates of service do not count when determining FMLA eligibility*****

*****Effective January 1, 2024, MUHA dates of service cannot be combined with MUSC dates for bonus leave accrual*****

Exempt (monthly) paid employees **cannot** be paid unused holidays worked. Holidays must be taken within one year; before transferring into or from a research grant (non-FTE) position; into a temporary position or terminating employment; otherwise, the holidays are forfeited (includes the Personal Holiday if not used before termination or end of calendar year).

Non-exempt (bi-weekly) paid employees **can** be paid unused holidays worked, including the Employee Personal Holiday IF not used before transferring into or from a research grant (non-FTE) position; into a temporary position or terminating employment. The departmental supervisor and/or timekeeper are responsible for managing, tracking and paying out all unused holidays.

NOTES: Employees terminating MUSC must complete the [Benefits Exit Checklist online](#). IF transferring to another SC state, MUHA or school district agency, please select "Transfer to another state agency" from the Termination Reason drop down list.

~ Please contact MUSC Benefits to defer annual leave payout into a supplemental retirement account benefits@muscedu ~

- 1. Research Grant Position (Non-FTE):** Employees accrue annual and sick leave, per month, based on percentage worked. Employees with 10-years of **continuous** RG service will accrue bonus leave based on percentage worked.
 - Research Grant (non-FTE) positions are Temporary in nature, do not require FTEs, and are limited to the duration of grant funding. When grant funding or any subsequent renewal or extension ends, the employee must be terminated
 - **Effective 9/1/2024**, per the SC Department of Administration, an employee who transfers from a **temporary grant or time-limited position**, into an **FTE** position, within 15-calendar days following the last day worked at the transferring agency; **will** have their annual and sick leave hours transferred. *Includes transfers from one SC State agency to another or transfers within MUSC*
 - An employee who transfers from an **FTE position into a temporary grant or time-limited position**, within 15-calendar days following the last day worked or terminates employment, **must** be paid unused annual leave balance not to exceed 360 hours and **forfeit** unused sick leave balance. **NOTE:** Refer to above notes regarding exempt and non-exempt employees
 - An employee who transfers into or from a temporary grant position within MUSC, **will retain** their annual leave, sick leave and holiday hours worked, **IF** the receiving grant is **able** to accept the cost of the leave transfers. IF the receiving grant is **unable** to accept the cost of the leave balance transfers, the employee must be paid their unused annual leave balance not to exceed 360 hours and forfeit unused sick leave balance. **NOTE:** Refer to above notes regarding exempt and non-exempt employees
 - IF the temporary grant employee **is** accruing bonus leave and transfers into an **FTE** position, the employee will **no longer** accrue bonus leave (annual leave at a higher rate the 1st of the month following 10-year anniversary date). The new FTE date will be used for bonus leave accrual and the combined FTE & temporary grant date will be used strictly for service award recognition only
Note: Temporary grant dates must be continuous to receive bonus leave accrual
 - IF the employee transfers from an **FTE** position **back** into a temporary grant position, the new temporary grant date will become the employee's new bonus leave accrual date. **Temporary grant dates must be continuous to receive bonus leave accrual**
 - IF transferring to MUHA (hospital), must be paid unused annual leave balance not to exceed 360 hours; however, sick leave balance will transfer **IF** MUHA guidelines are followed ([page 2](#)). PTO/ESL questions contact Latonia Allen allenla@muscedu.
- 2. Classified/Unclassified Non-Faculty (FTE) Position:** Employees accrue annual and sick leave, per month, based on percentage worked. Employees with 10+ years of combined SC State or School District service will accrue bonus annual leave.
 - Reassignments, between departments, of employees in classified and unclassified non-faculty positions within MUSC will not change annual or sick leave balances (unless percentage of work effort changes)
 - Per the SC Department of Administration IF transferring to or from SC state agencies, including MUSC, employees **cannot** be paid out annual leave balance. Annual and sick leave **must** transfer to receiving SC State agency unless there is a break in service ([page 2](#))
 - IF transferring **into** a faculty position within MUSC, must be paid unused annual leave balance not to exceed 360 hours; however, sick leave balance will transfer
 - IF transferring **from** a faculty position within MUSC into a classified or unclassified non-faculty position, employees have the **option** of transferring all accrued annual leave hours or, being paid for all unused annual leave hours, not to exceed 360 hours (45 days). State service time as an FTE faculty employee will be used to calculate bonus leave accrual
 - IF transferring to or from a SC School District agency, must be paid unused annual leave balance not to exceed 360 hours; however, sick leave balance will transfer, if there is no break in service ([page 2](#))

Classified/Unclassified Non-Faculty (FTE) Position (cont'd):

- IF transferring from SC state or School District agencies into a research grant (non-FTE), resident, post-doc or temporary position, must be paid annual leave balance and forfeit sick leave balance
- IF transferring from MUHA, must be paid PTO balance (*MUSC does not accept PTO leave*). FTE employees may have ESL balance transferred unless employee transfers into a research grant (non-FTE) or temporary position (*considered a break in service_page 2*)
- IF transferring to MUHA, must be paid unused annual leave balance not to exceed 360 hours; however, sick leave balance will transfer IF MUHA guidelines are followed (*page 2*). PTO/ESL questions allenla@musc.edu OR <https://musc.service-now.com/hrportal>
- IF terminating MUSC employment and not transferring to another SC State or School District agency, must be paid unused annual leave balance not to exceed 360 hours and forfeit unused sick leave balance.

3. Faculty Position (FTE): Faculty members accrue annual and sick leave, per month, based on percentage worked; Faculty members do **not** accrue bonus leave.

- Reassignments, between departments of employees in faculty positions will not change annual or sick leave balances (*unless percentage of work effort changes*)
- IF transferring into classified or unclassified non-faculty positions within MUSC, has the option of transferring or being paid unused annual leave balance not to exceed 360 hours; however, sick leave balance will transfer (*not considered a break in service*)
- IF transferring to or from SC State or School District agency, must be paid unused annual leave balance not to exceed 360 hours; however sick leave balance will transfer, unless there is a break in service (*page 2*)
- IF transferring into or from a research grant (non-FTE), resident, post-doc, temp or time-limited position within MUSC, must be paid unused annual leave balance not to exceed 360 hours. Sick leave balance and unused holiday hours worked is forfeited
- IF transferring from MUHA, must be paid PTO balance (*MUSC does not accept PTO leave*). FTE employees may have ESL balance transferred unless employee transfers into a research grant (non-FTE) or temporary position (*considered a break in service_page 2*)
- IF transferring to MUHA, must be paid unused annual leave balance not to exceed 360 hours; however, sick leave balance will transfer IF MUHA guidelines are followed (*page 2*). PTO/ESL questions (allenla@musc.edu or <https://musc.service-now.com/hrportal>)
- IF terminating MUSC employment, must be paid unused annual leave balance not to exceed 360 hours. Unused sick leave and unused holiday hours worked is forfeited.

5. MUHA (MUSC Health) Guidelines: *MUSC Annual and Sick leave does not automatically transfer.* The former MUSC employee **must** pay the net annual leave paid out from MUSC to MUHA's Cashiers office to purchase PTO and ESL leave. The receipt and last MUSC paystub must be scanned and emailed to Latonia Allen, HR (allenla@musc.edu). Once completed, (**Employee Choice**).

MUHA (MUSC Health) Direct Contacts:

- Cashier's Office: 1 South Park Plaza | Building 2, Suite 100, Box 5, Charleston, SC, 29407 (mh-pr-chls@musc.edu)
- All inquiries and payroll requests must be submitted through ServiceNow at <https://musc.service-now.com/hrportal>
- FMLA questions: Brantley Rogers, rogersbt@musc.edu
- HR General questions: muhahr@musc.edu, 843-792-0819
- Melissa Clark, Payroll, clarmeli@musc.edu
- Misty Moorer, Payroll, moorerm@musc.edu
- Alyssa Smith, Payroll, smitha@musc.edu
- Zirkle, Sue, Payroll, zirklem@musc.edu
- Paige Russell, Human Resources, russelpa@musc.edu
- Susi Boyd, Human Resources (**H-O**), boydre@musc.edu
- HR Benefits: beattie@musc.edu, berr@musc.edu
- Payroll Related Questions, mh-pr-chls@musc.edu
- Ann Inthilith, Payroll, inthilit@musc.edu
- Kristina Rose, Payroll, rosekr@musc.edu
- Dianna White, Payroll, whitedi@musc.edu
- Jessica Smith, Benefits, smijessi@musc.edu
- Brittany Mackey, Human Resources (**A-G**), mackeyb@musc.edu
- Tiffany Howell, Human Resources (**P-Z**), howeltif@musc.edu

6. MUSC-Physicians: MUSC-P is not a SC State or school district agency. Employees transferring from MUSC-P cannot have PTO, ESL or dates of service transferred to MUSC. **MUSC-P Contacts:** HR General Inquiries: muscphysiciansshr@musc.edu; Brandy Atkins, Benefits Manager: atkinbra@musc.edu; Berkley Scoggin, HR Specialist/Support: scogginb@musc.edu; Samantha Barlow, HR Business Partner: barlows@musc.edu

7. Break in State Service: FTE state employees are **mandated** by the SC Department of Administration to transfer their annual and sick leave to other SC state agencies, IF there is no break in state service. **Faculty** members transferring to or from MUSC must be paid annual leave balance; however, sick leave balance will transfer (*not considered a break in state service*).

- Transfers to or from another SC State, MUHA or School District agency and is **not** employed by MUSC within 15-calendar days following the last day worked; Moves from an FTE position into a **temporary grant (research), resident, post-doc** or **time-limited** position; Separates from SC State agency and is paid unused annual leave (*sick leave is not paid out*); Remains on leave for a period of more than one calendar year (365 days); Separates from SC State agency as a result of a reduction in force and is not recalled to the original position or reinstated with State government within 12 months of the effective date of the separation.

8. University Questions:

- **HR BENEFITS:** University Leaves, employee transfers (Robinsmo@musc.edu) • Insurance, retirement (Benefits@musc.edu)
- **PAYROLL:** Main (843-792-2191) • Fax: 843-792-6157 • 1 South Park Circle, Building 1, 402, Charleston, SC 29407
- **FMLA/PPL:** FMLA-University@musc.edu • **To apply for FMLA/PPL**, click the [Create Request](#) link and follow the instructions
- HR **cannot** make corrections when errors or alerts occur while entering leave (*i.e., FMLA, PPL, sick, annual, etc.*). Nor can HR make corrections when **incorrect** chain of command depart assignments occur in OurDay. Employees should contact their managers; Manager and Timekeepers should submit a [ServiceNow](#) ticket OR contact Jim Kisielj kisielj@musc.edu or Michael Andrews andrewsm@musc.edu for assistance
- **Horseshoe** (for employees; login required); **OurDay resources:** <https://horseshoe.musc.edu/everyone/ourday>
- **Terminating Employment:** Complete [Benefits Exit Checklist online](#)