

# SCAC Survey: County Annual and Sick Leave Accrual

December 2008

County	Regular (7.5 - 8 hour) Employee Accrual Rates				Probation for New Hires		Other Employee Accrual Rates (12 Hour, Emergency Staff, Etc.) If Different from 8 Hour Employees	
	Annual Leave Rate Accrued	Max. Accrual	Sick Leave Rate Accrued	Max. Accrual	Leave Accrued	Probation Length	Annual leave	Sick Leave
Abbeville	Less than 1 yr = 1.85 hrs/pay period 1- 7 yrs = 3.69 hrs/pay period 7 -11 yrs = 4.62 hrs/pay period 11-16 yrs = 5.54 hrs/pay period 16+ yrs = 6.46 hrs/pay period	360 hrs carry over/yr	3.69 hrs/ pay period		Yes	6 months	12 Hrs Shift: 0-1 year=1.85; 1-7 years=4.26; 7-11years =5.77; 11-16 years = 6.93; 16+ yrs = 8.08; Max. Carry over = 378 hrs. 24 Hrs Shift: 0-1 year=1.85; 1-7 years=6.44 ; 7-11years = 8.05 ; 11-16 years = 9.61 ; 16+ yrs =11.36; Max. Carry Over = 540 hrs/yr.	12 Hrs Shift: 4.26/pay period; Max. accrual & carry over = 744 hours 24 Hrs Shift: 6.44/pay period; Max. accrual & carry over = 1008 hours
Aiken	0-5 = 10 days/yr 6-10 = 12 days/yr 10-15 = 15 day/yr 15+ = 20 days/yr	240 Hours	1 day/mo	90 days	Yes	6 Month		
Anderson	0-5 yrs = 3.7 hrs/ pay period 5-10 = 5.5 hrs/ pay period 10 - 20 = 7.42 hr/pay period 20+ = 9.25 hrs/pay period	45 days	1 day/mo	90 days	Yes, but cannot be used during probation	6 months		
Barnwell	1-5 yrs = 10 days/yr 6-9 yrs = 12 days/yr 10+ yrs = 15 days per yr	Max. carry over is half the number of days earned for the given year	1 day/mo	90 days	Yes	3 to 6 months, dependent upon the department head	The accrual rate for sick and annual is the same for all employees.	
Charleston	1-4 yrs = 10 days/yr 4-9 yrs = 15 days/yr 9 - 14 yrs = 20 days/yr 14+ yrs = 25 days/yr	480 hours	8 hrs/mo	No maximum	Yes	6 months	12 (and 12.25) hour shift employees: 0-4 yrs = 7 days/yr; 4 -9 yrs = 10.49 days/yr; 9 - 14 yrs = 14 days/yr; 14+ yrs = 17.49 days/year 24 hrs on/48 hours off employees: 0-4 yrs = 4.67 days/yr; 4 -9 yrs = 6.99 days/yr; 9 - 14 yrs = 9.33 days/yr; 14+ yrs = 11.67 days/year	
Chester	0-1 yr = .5 day per mo 2-4 yrs = 1.0 day per mo 5-9 yrs = 1.5 day per mo 10-19 yrs = 2 days per mo 20 + yrs = 2.5 days per mo	10 days carry over/yr	1 day/mo	90 days/yr carry over	Yes, but only sick leave may be used	6 months	EMS annual leave: 0-5 yrs = 8 hrs/mo.; 5-7 yrs = 9.34 hrs/mo.; 7-10 yrs =10.67 hrs/mo.; 10-15 yrs = 12 hrs/mw.; 15+ yrs = 13.34 hours.	
Clarendon	7.5 hrs/mo	Max. carry over is 40 hrs/yr	1 day/ mo.	480 hours	Yes, but annual leave cannot be used during probation	6 months	Depts. working in excess of 1,950 hrs annually accrue 8 hrs/ per mo	Same for all employees
Colleton	0-10 yrs = 3.03 hrs./ pay period (equiv. to 2 weeks/yr) 10+ yrs: 4.62 hrs/pay period (equiv. to 3 weeks/yr)	Max. carry over is 20 days/yr	12 days/yr	60 days	Yes, but only sick leave may be used	6 months	0-10 yr: 24 hour shift = 4.62 hrs/pay period; 43 hr work week = 3.31 hrs/pay period; 53 hr. work week= 4.08 hrs/pay period (equiv. to 2 weeks per yr) 10+ yrs: 24 hr. shift = 6.92 hrs./pay period; 43 hr. work week = 4.97 hrs./pay period; 53 hr. work week = 6.11 hrs./pay period (equiv. to 3 weeks per yr)	Same for all employees
Darlington	1-3 yrs = 5 days 4-10 yrs = 10 days 11 yrs and up = 15 days	30 days	1 day/mo	90 days	Sick leave only	6 months	Same accrual and max. as 8 hour employees	Same for all employees

County	Regular (7.5 - 8 hour) Employee Accrual Rates				Probation for New Hires		Other Employee Accrual Rates (12 Hour, Emergency Staff, Etc.) If Different from 8 Hour Employees	
	Annual Leave Rate Accrued	Max. Accrual	Sick Leave Rate Accrued	Max. Accrual	Leave Accrued	Probation Length	Annual leave	Sick Leave
Dorchester	1-4 yrs = 12 days/yr 5-9 yrs = 15 days/yr 10 -14 yrs =18 days/yr 15 -19 yrs = 21 days/yr 20+ yrs = 24 days/yr	45 days	1 day/mo	90 days	Yes	6 months	1-4 yrs = 8 hrs/pay periods (biweekly); 5-9 yrs = 13.85 hrs; 10-14 yrs = 16.62 hrs; 15-19 yrs = 19.39 hrs 20 yrs or greater = 22.17 hrs	Sick leave: 24-48 hour schedule = 4 hours per pay period
Edgefield	0-10 Yrs = 1 day/mo 10-20 Yrs = 1.5 days/mo 20 + Yrs = 2 days/mo	30 days	1 day/mo	90 days	Yes, but annual leave cannot be used during 1st 6 mo.	One year.	EMS, Sheriff Department (excluding Clerks), Detention Center, Dispatch, Roads & Bridges, Recreation, and Director of Building & Planning - accrue 1 day at 8 hours All other personnel - accrue 1 day at 7 hours	
Florence	0 - 10 yrs = 10 days/yr 11- 20 yrs = 15 days/yr 21 and over = 20 days/yr	Max. carry over is 25 days	12 days	90 days carry over max.	Yes	6 months.	Full-time EMS scheduled for a 24 hour shift: 0-10 yrs = 9.33 hours per month (10 standard days per yr) 10-20 yrs = 14 hours per month (15 standard days per yr) 20+ yrs = 18.66 hours per month (20 standard days per yr) Full-time law enforcement and central communications personnel scheduled for a 12 hour shift: 0-10 yrs = 7.16 hours per month (10 standard days per yr) 10-20 yrs = 10.75 hours per month (15 standard days per yr) 20+ yrs = 14.33 hours per month (20 standard days per yr)	Max. accrual is 12 standard leave days per yr for sick leave.
Georgetown	0 - 5 yrs = 1 day /mo 5 - 10 yrs = 1 ¼ days/mo 10 - 20 yrs = 1 ½ days/mo 20+ yrs = 1 ¾ days/mo	Max. carry over is equivalent to number of days earned over 2 year period	1 day/mo.	120 days carry over/yr. Days over 120 are transferred to extended sick leave account for extended injury/illness.	Yes, but annual leave cannot be used during probation	6 months	Fire / EMS (24 Hr. Shift) = 11.2 Hrs./mo.; Law Enforcement (12 Hr. Shift)=8.37 Hrs./mo.; Law Enforcement (8.5 Hr. Shift)=8.47 Hrs./mo	
Greenville	Based on a 40 hr work week: 1-4 yrs = 3.69 hrs/pay period 5-9 yrs 4.62 hrs/pay period 10-19 yrs = 5.85 hrs/pay period 20+ yrs = 7.69 hrs/pay period	240 hrs	3.69 hrs/pay period		Yes	Up to 9 months		
Hampton	0-10 yrs = 12 days/yr 10-15 yrs = 15 days/yr 15-20 yrs = 16 days/yr 20 + yrs = 17 days/yr	Max. carry over 2X the number of days earned in a given year.	1 day/mo	90 days	Yes, but annual leave cannot be used during probation	6 months	EMS:12 hrs/mo for annual and sick leave. Max. annual leave accrual is twice the amount earned in a given year. Maximum sick leave accrual is 90 days.	
Laurens	0-1 year = .5 days/mo. 2-8 yrs = 1 day/mo. 9+ yrs = 1.5 days/mo	Max. accrual is 45 days with a max of 30 days carry over	1 day/mo	90 days	Yes, but cannot be used during probation	6 months	Same for all employees (but policy may be revised soon)	Same for all employees (but policy may be revised soon)
Newberry	0 - 5 years = 4.62 hrs/pay period 5 -10 years= 5.5 hrs/pay period 10 - 20 years = 7.42/pay period 20 years = 9.25/pay period	30 days (240 hours)	3.7 hrs/pay period	90 days	Yes	6 months	12 hours shifts: Annual Leave 0 - 5 yrs = 5.54 hrs/pay period; 5 - 10 yrs = 6.46 hrs; 15-20 yrs = 8.30 hrs; 20+ yrs = 10.15 hrs	12 hours shifts: Sick leave accrued at 4.62 hrs/ pay period

County	Regular (7.5 - 8 hour) Employee Accrual Rates				Probation for New Hires		Other Employee Accrual Rates (12 Hour, Emergency Staff, Etc.) If Different from 8 Hour Employees	
	Annual Leave Rate Accrued	Max. Accrual	Sick Leave Rate Accrued	Max. Accrual	Leave Accrued	Probation Length	Annual leave	Sick Leave
Oconee	0-1 yrs = 5 days/yr 2 - 5 yrs = 10 days/yr 6 - 7 yrs. = 11 days/yr 8 - 9 yrs = 12 days/yr 10 - 13 yrs = 13 days/yr 14 - 19 yrs = 15 days/yr 20+ yrs = 20 days/yr	20 days	1 day/mo.	90 days	Yes	6 months	Firefighters - 28 day work schedule: 0 - 1yrs = 6 hrs/mo.; 2 - 5yrs. = 10 hrs.; 6 - 7 yrs = 12 hrs.; 8 - 9 yrs. = 14 hrs; 10 - 13 yrs. = 16 hrs.; 14 - 19 yrs = 18 hrs; 20+ yrs = 20 hrs	Firefighters - 28 day work schedule: 10 hrs./mo., max accumulation of 1008 hrs.
Pickens	37.5 hour/wk emp: 1-5 yrs = 75 hours/yr 5-10 yrs = 112 hrs/yr 10-15 yrs = 135 hrs/yr 15-20 yrs = 157 hrs/yr	204 hrs/year	1 day/mo	90 days	Yes	6 months	40 hr/wk emp: 40 hour/wk employees: 1-5 yrs = 80 hrs/yr; 5-10 yrs=120 hrs/yr; 10-15 yrs = 144 hrs/ yr; 15-20 yrs = 168 hrs/yr; 20+=192 hrs/yr	Same for all employees
Richland	0-10 yrs = 10 days/yr 11-20 yrs= 15 days/yr 21 + yrs = 20 days/yr	45 days	12 days/yr	90 days	Yes	6 months	Law Enforcement: 0-10 years =4.91 hours/bi-weekly; 11-20 years = 6.54 hours/bi-weekly; 21+ years= 9.93 hours/bi-weekly	
Williamsburg	6 mos. - 5 yrs =12 days/yr 5 yrs. - 10 yrs. = 15 days/yr 10 yrs - 20 yrs = 18 days/yr 20 + yrs = 21 days/yr	Max. carry over is the number of days earned for the given year	1 day/mo	12 days/yr	Yes	6 months	Same for all employees	Same for all employees
York	1-9 yrs = 8 hrs/hrs 0-20 yrs = 10 hrs/hrs 20 + yrs = 12 hrs/hrs	360 hours	8.0 hrs/mo	1,440 Hours	Yes, but cannot be used during probation	6 months	Same for all employees	Same for all employees

Response Rate: 24 of 46 Counties (52.17%)