

- Employees may not designate a particular employee to receive their donated time.
- Employees on Workers' Compensation, Short-term Disability or Supplemental Long-term disability leave are not eligible for the Sick Leave Bank benefits.
- Employees may not engage in secondary employment while using the Sick Leave Bank.
- Leave must be used in whole work day increments.
- An employee must not have a written record of disciplinary action for leave abuse or misuse of leave within the past (12) months.

Payment of leave.

- An employee may not receive more than 20 sick leave days in a (12) month period from the Bank. The (12) month period is defined as a rolling back period as of the date of award approval.
- The hours withdrawn from the Sick Leave Bank will be based on the employee's regular rate of pay. Existing payroll deductions including benefit premiums will continue to occur.
- Any balance of days approved but not required for the illness/injury will remain the property of the Sick Leave Bank.

Termination of Sick Leave Bank hours. Sick Leave Bank hours terminate:

- When the employee separates from the organization; or
- Upon the death of the employee; or
- When the health care provider releases the employee to return to work; or
- The maximum sick leave benefit has been exhausted for the (12) month period.

Retirement

Except where exempted by law, all regular County employees are members of the South Carolina Retirement System. Rules and regulations for eligible employees shall be set in accordance with the requirements of the South Carolina Retirement System. Application for Retirement System benefits must reach the South Carolina State office up to six (6) months in advance, or ninety (90) days after the retirement date. Applications must be obtained from the

Human Resources Department or from the South Carolina Retirement System (1-888-260-9430) or their website at <HTTPS://PEBA.sc.gov/>.

When a County position is vacant due to retirement, the position shall not be filled until the County Administrator has determined whether the position will be eliminated, modified as to essential job functions and/or pay, or will continue to exist without modification. An employee who retires from County employment is no longer an employee of the County. A retired employee may apply and compete with all other applicants for any vacant County position. Employees who retire with a break in service and who wish to return to employment with the County must formally reapply for employment. Importantly, employees who retire with a break in service are not guaranteed reemployment. Moreover, if an employee retires and returns to service, the employee shall begin employment as would any new hire, including an introductory period.

Credit for Military Service in the South Carolina Retirement System

Rules and regulations for eligible employees shall be set in accordance with the requirements of the South Carolina Retirement System. Additional information may be obtained from the South Carolina Retirement System.

Law Enforcement Retirement Benefits

All eligible Law Enforcement Officers are members of the South Carolina Police Officers Retirement System (including Correction Officers). Employees contemplating retirement or leaving County service should promptly report such action to the Human Resources Department. Rules and regulations for eligible employees shall be set in accordance with the requirements of the South Carolina Retirement System. Any questions concerning Law Enforcement Retirement benefits or eligibility for membership should be directed to the Human Resources Department or from the South Carolina Retirement System (1-888-260-9430) or their website at <HTTPS://PEBA.sc.gov/>.

Insurance

Regular and introductory employees who normally work a minimum of thirty (30) hours per workweek are covered by the County's group Health and Life & Accidental Death &