



Leave Statement

1 05/01/2011 to 05/31/2011

2 Personal / Organizational Data

Personnel Number a	11102306	Name b	Jerrold Hayden Rogers
Position c	PROGRAM COORDINATOR I	Org. Unit d	METROLOGY LABORATORY
Personnel Area e	P160-DEPARTMENT OF AGRICULTURE	Annual Leave Accrual Date f	04/02/1995
Avg. Weekly Working Hrs g	37.50		

3 Monthly and YTD Absence Hours

Absence Type a	Monthly Hrs b	YTD. Hrs c	Absence Type	Monthly Hrs.	YTD. Hrs.	Absence Type	Monthly Hrs.	YTD. Hrs.
Annual Leave	15.00	30.00	Personal Sick Leave	3.00	10.50	Family Sick Leave	0.00	0.00
Adoption Leave	0.00	0.00	Comp. Time	0.00	0.00	Holiday Comp Time	0.00	0.00
Administrative Leave	0.00	0.00	Amer. Red Cross	0.00	0.00	Blood Drive	0.00	0.00
Bone Marrow Donor	0.00	0.00	Court Leave	0.00	0.00	Death Immd Family	0.00	22.50
Hazard Weather	0.00	0.00	Military Leave*	0.00	0.00	Organ Donor Leave	0.00	0.00
Voting Leave	0.00	0.00	Leave w/o Pay	0.00	0.00	Voluntary Furlough	0.00	0.00
Mandatory Furlough	0.00	7.50						

4 Absence Quotas

Description a	Monthly Beginning Balance b	Monthly Accrual (+) c	Monthly Deduction (-) d	Paid, Forfeited, Donated, & Transferred (-) e	Adjustments (+/-) f	Monthly Ending Balance g	YTD Hours Used h
Annual Leave	379.53	14.84	15.00	0.00	0.00	379.38	30.00
Sick Leave**	1,380.00	9.38	3.00	0.00	0.00	1,386.38	10.50

*Includes 15 days, 30 days, and Combat.

**Includes Personal Sick Leave, Family Sick Leave and Adoption Leave.

1. This leave statement reflects leave that has been requested, approved, and posted to your leave accounts. If your manager has not approved your leave request through MySCEmployee, those leave hours will not be reflected in your balances.
2. This leave statement only allows rounding of the leave balances, accruals, and deductions to two decimal places (i.e. monthly accrual of sick leave for 37.5 hour per week employee reflects 9.38 instead of 9.375). Therefore, the balances on this leave statement may reflect a .005 difference from the balance showing in MySCEmployee.
3. The January beginning balances for sick and annual leave reflect the employee's actual remaining balance from the previous year without any adjustment for maximum carryover. Allowing this amount to remain during the month of January allows agencies to resolve any outstanding leave requests or issues for the previous calendar year. SCEIS, however, calculates leave used during the month of January from your appropriate maximum carryover.

8 **The language used in this document does not create an employment contract between the employee and the State of South Carolina. This document does not create any contractual rights or entitlements. The State of South Carolina reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this document create any contract of employment.**

MySCEmployee

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Visual Key: ESS Leave Statements



- 1 **Date Range:** Displays the precise range of dates included in this leave statement.
- 2 **Personal/Organizational Data Section:** This portion of your leave statement includes data about you, your position and the agency for which you work.
 - a Personnel Number:** Your unique numerical identifier in SCEIS.
 - b Name:** Your full name as it is recorded in SCEIS.
 - c Position:** Your position as it is classified in SCEIS.
 - d Org. Unit:** The division or part of your agency in which you work.
 - e Personnel Area:** The agency for which you work.
 - f Annual Leave Accrual Date:** The date used to calculate an employee's rate of annual leave earnings.
 - g Avg. Weekly Working Hrs.:** The number of hours you are scheduled to work in an average week, not including overtime hours worked, leave hours taken, etc.
- 3 **Monthly and YTD Absence Hours Section:** This portion of your leave statement includes a table made up of three columns, which are repeated three times across the page, from left to right:
 - a Absence Type:** Columns that read "Absence Type" at the top list different types of leave that are available to State employees, in bold type. Note: Military Leave displayed in this section includes 15-day, 30-day and Combat leave.
 - b Monthly Hrs.:** Columns that read "Monthly Hrs." at the top include the number of hours you took off during the month shown at the top of the statement, for the type of leave listed in the same row under the Absence Type column.
 - c YTD Hrs.:** Columns that read "YTD Hrs." at the top include the number of hours you have taken so far during the calendar year in which the month shown at the top of the statement falls, for the type of leave listed in the same row under the Absence Type column.
- 4 **Absence Quotas Section:** This portion of your leave statement includes a table listing detailed information on how much Annual and Sick Leave you have used and accrued during the month shown at the top of the statement, and during the calendar year in which that month falls. If you earn other quotas (i.e. Compensatory or Holiday Compensatory Time), these will be listed here as well.
 - a Description Column:** Lists different types of leave included in the Absence Quota section.
 - b Monthly Beginning Balance Column:** Lists the total number of hours of leave you had available at the beginning of the one-month period shown at the top of the statement, for each leave type.
 - c Monthly Accrual (+) Column:** Displays the number of hours of each type of leave you accrued during the month-long period shown at the top of the statement.
 - d Monthly Deduction (-) Column:** Displays the number of hours of each type of leave you took during the month shown at the top of the statement.
 - e Paid, Forfeited, Donated & Transferred (-) Column:** Displays the number of hours of each type of leave that were debited from your available balance because they were paid out to you, forfeited because you had hours in excess of the maximum you can accrue, donated to your agency's leave pool or transferred according to HR regulations.
 - f Adjustments (+/-) Column:** Reflects quota corrections that were made to your balances during the month shown at the top of the statement.
 - g Monthly Ending Balance Column:** Lists the total number of hours of leave you had available at the ending of the one-month period shown at the top of the statement, for each leave type.
 - h YTD Hours Used Column:** Lists the number of hours of each type of leave that you have taken so far during the calendar year in which the month shown at the top of the statement falls.
- 5 **Disclaimer 1:** Explains that this statement reflects only leave that had been fully processed through SCEIS during the month-long date range shown at the top of the statement.
- 6 **Disclaimer 2:** Explains that leave hours are rounded differently on the leave statement—to two decimal places—than they are in the MySCEmployee website—to 5 decimal places—so minor discrepancies between the two may appear. These discrepancies do not reflect a conflict in the system, but only reflect a difference in the style of display.
- 7 **Disclaimer 3:** Explains how leave balances carried over from one year to the next will appear in January leave statements.
- 8 **Bolded Disclaimer:** This is standard language that appears on all Human Resources statements produced by the State. It notifies employees that the statement does not carry the weight of a contract, and can be revised at any time.