

1982 WL 189488 (S.C.A.G.)

Office of the Attorney General

State of South Carolina

November 18, 1982

*1 Marion E. Woodbury
Vice President for Finance
Medical University of South Carolina
171 Ashley Avenue
Charleston, South Carolina 29425

Dear Marion:

Please accept my apology for delay in reply to your letter of October 27, 1982, inquiring whether the MUSC Board of Trustees may establish a policy requiring employees, including faculty, to take annual leave at times convenient to the institution. We have examined this matter and discussed it with Joe Mack of the State Personnel Division and we all are of the opinion that MUSC may establish such a policy. State Personnel rules, 'Annual Leave Guidelines' Section 3.08, and particularly paragraph (g) 2 specifically provide that the agency or institution is authorized to schedule annual leave for employees. We construe this to mean that MUSC might require faculty and staff to take annual leave during periods which are convenient to the University. This would specifically include such times as Christmas holidays, spring break, summer recesses, and other periods when classes are not in session and annual leave is both convenient and economically desirable to the institution. Of course, if State holidays occurred during such period those days may not be counted against annual leave.

For your information, I am attaching copy of the University of South Carolina's policies and procedures on this subject which may be of some assistance to you. If the MUSC Board of Trustees does decide to adopt such a policy, you might wish to refer it to the State Personnel Division and to this Office for review before final adoption.

With kindest regards,
Sincerely,

Frank K. Sloan
Deputy Attorney General

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