

From: Ellison, Ruchelle <rellison@aging.sc.gov>

To: Bailey, Chriscbailey@aging.sc.gov

Bailey, Jalawndajbailey@aging.sc.gov

Baldwin, Angelaabaldwin@aging.sc.gov

Beard, Renerberbeard@aging.sc.gov

Broome, Darryldbroom@aging.sc.gov

Burton, Kennethkrburton@aging.sc.gov

Cleeton, Lorrainelcleeton@aging.sc.gov

Cogdill, Lilylcogdill@aging.sc.gov

Crosby, Lisalcrosby@aging.sc.gov

Deas-Johnson, Victoriavdjohanson@aging.sc.gov

Dickinson, Gerrygdickinson@aging.sc.gov

Ellison, Ruchellerellison@aging.sc.gov

Eskew, Sandraseskew@aging.sc.gov

Ford, Elizabethmeford@aging.sc.gov

Glymph, LasleneLGlymph@aging.sc.gov

Grant, Pamelagrants@aging.sc.gov

Hightower, Kaykhightower@aging.sc.gov

Hopkins, Piercephopkins@aging.sc.gov

Jones, Sherhondajones@aging.sc.gov

Keller, Tammytkeller@aging.sc.gov

Kelly, LaWandrakelly@aging.sc.gov

McDonald, Gloria M.gmmcdonald@aging.sc.gov

Metcalf, Joannejmetcalf@aging.sc.gov

Page, Hankhpage@aging.sc.gov

Parker, Debbiedparker@aging.sc.gov

Patton, Mariampatton@aging.sc.gov

Pondy, Kevinpondyk@aging.sc.gov

Rivers, Deniseriversd@aging.sc.gov

Roberts, Johnrobertsj@aging.sc.gov

Simmons, Courtneycsimmons@aging.sc.gov

Stalzer, BrendaBstalzer@aging.sc.gov

Strong, Crystalcstrong@aging.sc.gov

Turner, Sonyasturner@aging.sc.gov

Van Cleave, Jenniferjvancleave@aging.sc.gov

Walker, EmilyEWalker@aging.sc.gov

Washington, Cherylcwashington@aging.sc.gov

Watson, Daledwatson@aging.sc.gov

Wingfield, Paulapwingfield@aging.sc.gov

Witzigman, Loriannlwitzigman@aging.sc.gov

[Wolf, Anneawolf@aging.sc.gov](mailto:Wolf, Anneawolf@aging.sc.gov)

[Zavoras, CatherinecZavoras@aging.sc.gov](mailto:Zavoras, CatherinecZavoras@aging.sc.gov)

[Catherine McNicollCatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)

[Danny VaratDannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)

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Subject: 2017 Leave

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Good Evening to All!!!

End of the year is vastly approaching. All employees would need to submit all leave transactions for 2017 into the system and approved by supervisor no later than Thursday, December 21, 2017. There is a major SCEIS report associated with this that needs be reflected accurately. Leave transactions for 2017 submitted and approved in 2018 will distort the report.

Also, please keep in mind that, employees can only carryforward 45 days of annual leave. Leave can be donated to the leave pool. Please see Cheryl for details ASAP. Donations must be completed in this calendar year.

If you have questions, please let me know.

Ruchelle Ellison  
Fiscal Manager  
South Carolina Lieutenant Governor's Office on Aging  
1301 Gervais Street, Suite 350  
Columbia, SC 29201  
Phone 803-734-9883 Fax 803-734-9886  
[rellison@aging.sc.gov](mailto:rellison@aging.sc.gov)

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