University Policy 200.09 SICK LEAVE

Responsible Administrator: Office of the President Responsible Office: Office of Human Resources

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to provide sick leave to eligible full-time and part-time twelve-month salaried employees (minimum of 20 hours per week and not more than 35 hours per week). This policy permits an employee to be on paid leave from work for reasons related to personal illnesses or injuries and family related health conditions. Sick leave is a benefit that helps to protect the income of employees when they must be absent from work due to medical reasons. Upon employment, all applicable employees, including those who are serving a probationary period, are eligible for sick leave accruals beginning with the first semi-monthly pay period.

Statement of Purpose

This policy establishes guidelines for the administration of the Sick Leave Program. It allows employees to use their earned sick leave hours to take paid time off from work due to personal or family illnesses. Employees may also use accumulated sick leave hours for their own personal illnesses, injuries and medical conditions covered under the Family and Medical Leave Act. Employees must request family and medical leave to cover absences for family health conditions that qualify under the Act.

Applicability

This policy is applicable to full-time hourly employees, twelve-month contract employees, faculty members on contract, and part-time twelve-month salaried employees. Probationary employees are eligible to earn sick leave hours.

PROCEDURES

immediate family member. Immediate family members shall include the following:

Parents, including step-parents or persons who stood in place of the parent and performed parental duties and responsibilities;

Spouse as defined by laws of South Carolina; and

Children, including stepchildren, foster children, and legal wards.

Family and Medical Leave Act (FMLA)

The University reserves the right to place employees on Family and Medical Leave status without a FMLA application of request.

Eligible employees who are unable to perform the essential functions of their positions because of a serious health condition or disability shall be granted Family and Medical Leave. Employees may use accumulated sick and vacation leave for FMLA personal sick leave of absence.

Eligible employees shall be granted Family and Medical Leave to care for a family member with a serious health condition that qualifies under the Family and Medical Leave Act. To be compensated for family sick leave under FMLA, employees are required to use any vacation leave first and then any available sick leave.

Medical Disability

There are options available to the University if an employee becomes mentally or physically incapable of performing his or her job and has been determined to be permanently disabled by the treating physician. The University should determine if there is any reasonable accommodation, including transfer or demotion to another position that will enable the employee to perform the job. If not, the University may recommend that the employee apply for disability or early retirement. If an employee declines disability or early retirement, the University may apply the Policy on Termination to address unsatisfactory performance.

Verification of Employee's Need for Sick Leave per 0.24 Otion t

The use of sick leave shall be subject to verification. The University may, before approving the use of sick leave, require the certification of a physician or other acceptable documentation describing the nature of illness and giving inclusive dates.

An employee's use of paid sick leave may be denied if the employee fails to comply with the University's request for verification of the need for sick leave or if the verification provided is inadequate or incomplete, and failure to adhere to other requirements under the Family and Medical Leave Act.

Duration of Leave

For staff, carryover sick leave accruals may be carried over from one fiscal year to the next. In accordance with the Faculty Handbook, sick leave for faculty is accrued only by employees on twelve-month appointments.

No Pay Out - Employees will NOT be paid for unused sick leave upon separation from the University.

Treatment of Sick Leave Upon Transfer

Employees are not paid for their sick leave balance when they transfer from one position to another within the U n i v e r s i t y.

Abuse of Sick Leave

Sick leave should not be abused. Employees who misrepresent the need to use sick leave are subject to disciplinary action.

Workers' Compensation

The University provides Workers' Compensation Insurance for all employees. All work related injuries must be reported immediately to the supervisor, regardless of how minor the injury may initially appear to be. Supervisors are responsible for notifying the Office of Human Resources. The Accident Reporting Form must be completed and submitted by the supervisor within 48 hours of the accident. The Office of Human Resources is responsible for investigating the accident and reporting it to the workers' compensation insurance carrier.

An employee who is disabled because of the injury for a period of more than seven days will receive compensation. In accordance with the provisions of the Workers' Compensation Act, the insurance company will be responsible for

paying the hospital charges and other medical expenses.

Employees with approved Workers' Compensation claims will receive the Workers' Compensation benefit (two-thirds of the employee's weekly wage). Employees may use their accrued sick leave or vacation leave to supplement the Workers' Compensation benefit to receive 100% pay.

Military Leave

Employees may retain their sick leave balance and have it reactivated upon their return to the University from military leave. Employees on military leave without pay will not accrue sick leave.

COMPLIANCE WITH POLICY

This policy shall be governed in accordance with the Policy on Family and