



OFFICIAL POLICY

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE OF CHARLESTON. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE 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 PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

9.3.13

Sick Leave

10/1/2026

Policy Statement

The College of Charleston provides sick leave to eligible employees for personal illness, injury, medical care, and other qualifying circumstances. This policy establishes the eligibility, accrual, use, and administration of sick leave in accordance with applicable South Carolina law, State Human Resources Regulations, and College policy.

Policy Manager and Responsible Department or Office

The Vice President for Human Resources and the Office of Human Resources are responsible for administration of this policy.

Policy

1. Purpose and Scope

The College of Charleston provides sick leave to eligible employees for personal illness, injury, medical care, and other qualifying circumstances. This policy establishes the eligibility, accrual,

use, and administration of sick leave in accordance with applicable South Carolina law, State Human Resources Regulations, and College policy.

2. Eligibility

The provisions of this policy governing sick leave apply to employees in FTE positions in accordance with South Carolina State Human Resources Regulation 19-710.

Sick leave shall be earned by and granted to:

- a. Full-time employees in FTE positions; and
- b. Part-time employees in FTE positions who are:
 - o Scheduled to work at least one-half of the agency's workweek on a 12-month basis; or
 - o Scheduled to work the equivalent of one-half of the workweek during the full school or academic year of nine months or more.

Faculty accrue sick leave during the active months of their academic-year appointment.

Employees in Temporary Grant and Time-Limited positions may also accrue sick leave at the same rate as eligible FTE employees when authorized by the applicable grant, project, funding source, or position terms.

Temporary employees and adjunct faculty are not eligible to accrue sick leave.

3. Accrual and Carryover

Eligible employees earn sick leave at the rate of $1\frac{1}{4}$ workdays per month, or 15 workdays per year. Sick leave is calculated based on the employee's regularly scheduled workday and is prorated for employees working less than full-time.

An eligible employee must be in pay status for at least one-half of the workdays in a month to earn sick leave for that month. Employees earn sick leave while on sick leave, annual leave, or other authorized leave with pay and do not earn sick leave while on leave without pay. Sick leave accruals are granted during the last payroll for the month.

For employees working a five-day workweek:

- A 37.5-hour workweek equals a 7.5-hour workday and 9.38 hours of sick leave per month.
- A 40-hour workweek equals an 8-hour workday and 10 hours of sick leave per month.

Eligible employees may accumulate up to 195 workdays of sick leave and may carry forward up to 180 workdays from one calendar year to the next.

4. Use of Sick Leave

Sick leave may be used for an employee's illness, injury, disability, medical or dental care,

exposure to a contagious disease, pregnancy-related illness, or other qualifying medical circumstances. Sick leave may also be used to care for an eligible immediate family member as provided below.

When sick leave qualifies as FMLA leave, the leave will be administered concurrently with FMLA in accordance with the College's FMLA Policy.

5. Family Sick Leave

An eligible employee may use up to 10 workdays of accrued sick leave per calendar year for the illness or medical care of an eligible immediate family member.

Immediate family includes the employee's spouse, children, parents, siblings, grandparents, legal guardians, and grandchildren, as well as the corresponding relationships of the employee's spouse.

6. Notification and Verification

Employees are responsible for notifying their supervisor of an absence due to illness as soon as practicable and accurately reporting sick leave taken.

Supervisors may require appropriate documentation verifying the need for or use of sick leave and the dates of the absence. Medical information will be handled in accordance with applicable law and College procedures.

7. Advanced Sick Leave

In extenuating circumstances, the College may advance up to 15 workdays of sick leave to an employee who has exhausted available sick and annual leave and is expected to return to work within the period for which leave is advanced.

Advanced sick leave will be repaid by applying subsequently earned sick leave accruals toward the outstanding advanced leave balance. Any outstanding advanced sick leave must be satisfied upon separation of employment. Pursuant to state law, the employee cannot be reemployed in State government until repayment is complete.

8. Holidays

A College-observed holiday occurring during a period of sick leave is not charged against the employee's sick leave balance.

9. Transfer and Separation

Transfer of sick leave between State agencies and between College positions will be administered in accordance with applicable State Human Resources Regulations.

A change from an FTE position to a Temporary Grant or Time-Limited position is subject to the applicable State rules governing transfer and break in service.

Unused sick leave is not paid out upon separation from employment and is forfeited except as otherwise provided by applicable law or State Human Resources Regulations.

Eligible employees may receive retirement service credit for qualifying unused sick leave in accordance with applicable South Carolina Public Employee Benefit Authority requirements. This only applies to employees enrolled in the SCRS Retirement Plan, with a membership date prior to July 1, 2012.

Employees who provide notice of resignation or retirement are generally expected to remain at work during the notice period. Use of annual, sick, or other paid leave during the notice period is generally not permitted unless authorized by the supervisor. Approved leave does not extend the separation date.

10. Administration

Employees and supervisors are responsible for timely notification, accurate reporting, and appropriate approval of sick leave. Human Resources is responsible for interpreting and administering this policy.

This policy is intended to comply with applicable federal and South Carolina law and State Human Resources Regulations. If this policy conflicts with a mandatory legal or regulatory requirement, the applicable law or regulation will control.

Departments/Offices Affected by the Policy

All departments and offices are affected by this policy.

Procedures Related to the Policy

- Annual Leave
- Family and Medical Leave Act (FMLA)
- Paid Parental Leave
- Leave Transfer Pool Program
- Other Leave Options
- State Human Resources Regulations

POLICY APPROVAL
(For use by the Office of the Board of Trustees or the Office of the President)

President or
Chairman, Board of Trustees

Date: 9.24.26