

**CLEMSON UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Payroll and Benefits		
SUBSECTION: Sick Leave		
SUBJECT: Verification and Use	Last Update:	9/14/04
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**Sick Leave (Verification and Use)**

Verification. The use of sick leave shall be subject to verification. When there is reason to believe that sick

Use of Sick Leave. An employee shall be granted sick leave if absent for any of the following reasons:

1. Personal illness or injury incapacitating the employee to perform duties of the position.
2. Exposure to a contagious disease such that presence on duty could endanger the health of fellow employees.
3. Appointment for medical or dental examination or treatment when such appointment cannot reasonably be scheduled during non-work hours. To the degree possible, examination appointments must be approved in advance by the supervisor.
4. Sickness during pregnancy or other temporary disabilities. To the extent permissible, the date on which sick leave for disability is to begin shall be at the request of the employee based on the determination and advice of a doctor. In no event shall such date be prescribed unilaterally by an appointing authority except on the basis of professional medical opinion that the employee is physically incapable of performing normal duties or that continuing to perform normal duties would be hazardous to the health of the employee.
5. Treatment for Alcoholism: Sick leave may be charged by an employee for the purpose of participating in public and/or private treatment and rehabilitation programs for alcoholics which have been approved by the South Carolina Department of Mental Health.
6. Employees earning sick leave as provided in this section may not use more than eight (8) days of sick leave annually to care for ill members of their immediate families. "Immediate family" means the employee's spouse and children and the following relations to the employee or the spouse of the employee: mother, father, brother, sister, grandparent, or legal guardian, and grandchildren if the grandchild resides with the employee, and the employee is the primary caretaker of the grandchild. **Additionally, per the 2004-2005 Appropriation Act, 63.62 (BCB: Family Sick Leave). For Fiscal Year 2004-2005, state employees who earn sick leave as provided in Section 8-11-40 of the 1976 Code may use ten days rather than eight days of sick leave to care for ill members of their immediate family. Immediate family is defined as the employee's spouse and children, and the following relations to the employee OR the spouse of the employee: mother, father, brother, sister, grandparent, legal guardian, and grandchildren.**
7. Adoptive Leave: An adoptive parent who is employed by Clemson University may use up to six weeks of their accrued sick leave to take time off for purposes of caring for the child after placement.
8. This leave may be requested by the employee only if the employee is the person who is primarily responsible for furnishing the care and nurture of the child.

NOTE: Leave taken under this section may qualify as FMLA leave and, if so, will run concurrently.