University Policy 200.11: USE OF VACATION LEAVE AND SICK LEAVE UNDER SPONSORED PROGRAMS (GRANT FUNDED) POSITIONS

Responsible Administrator: Office of the President Responsible Office: Office of Human Resources Originally Issued: July 2006 Revision Date: Authority: Office of the President

Policy Statement

It is the policy of Claflin University to provide Vacation Leave and Sick Leave to full-time employees and part-time twelve-month salaried employees. These benefits allow employees who are employed in positions under Sponsored Programs to EARN and USE vacation and sick leave as described in the "Policy on Vacation Leave" and the "Policy on Sick Leave." How ever, certain restrictions will apply with leave carryover and payment. Employees who are employed in positions under sponsored programs WILL NOT BE PAID for their vacation leave balance when they separate from the University. Employees must use their accumulated vacation leave annually and such leave will not carry over from one grant year to the next.

Statement of Purpose

This policy establishes guidelines for the administration of its Sponsored Programs in compliance with applicable federal and state laws, guidelines and regulations. All positions that are created and funded with monies that are generated by funding agencies must be initiated through and approved by the Sponsored Programs Office. It is the responsibility of the University to ensure that the funds for these positions are restricted to the appropriate funding agency and will not impact the general operating budget of the University.

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and monitor the grants. Supervisors are responsible for encouraging their employees to use their vacation leave each year.

Vacation Leave and Sick Leave Accrual Rate

• All full-time employees earn eight hours (one day) of sick leave per month.