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

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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 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." However, 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.

Applicability

This policy is applicable to all full-time employees, twelve-month contract employees, and part-time twelve month employees who are hired under a grant funded position. Probationary employees are not eligible to earn vacation leave hours.

PROCEDURES

Employees who are hired under sponsored programs are employed in positions that **ARE NOT** funded by the University. Funds to support these positions are received from outside agencies. Administrators and managers, in collaboration with the Sponsored Programs Office, may research avenues to supply the monies or necessities to implement new initiatives, programs, projects, and activities. It is the responsibility of the Sponsored Programs Office to administer

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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.
- The rate at which all full-time employees earn vacation leave is contingent upon the years of full-time or salaried service with the University. The vacation leave accrual rate is based on a uniform policy and will be governed in accordance with the "Policy on Vacation Leave."

Using Vacation Leave and Sick Leave

- Employees may use their vacation leave and sick leave as described in the policies on Vacation Leave and Sick Leave.

Carryover of Vacation Leave and Sick Leave

- Sick leave may accumulate from one grant year to the next.
- Vacation leave accumulations must be used annually and will not carry over from one grant year to the next.
- Employees must use all vacation leave prior to the end of the grant or contract and before separating from the University.

No Payment for Vacation Leave or Sick Leave

- Employees will **NOT** be paid for their unused sick leave when they separate from the University due to the expiration of the grant or for personal reasons. Sick leave may only be used for personal illness or for the illness of an immediate family member.

- Employees will **NOT** be paid for their unused vacation leave when they separate from the University due to the expiration of the grant or for personal reasons. (**EXCEPTION:** Project Directors must request permission from the Vice Provost for Research to use funds or obtain funds to compensate an employee for his or her vacation leave if the employee was not permitted to take the vacation leave prior to the expiration of the grant).