

## INSTITUTIONAL DIRECTIVE 6-12

July 31, 2006

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.**

**Title: Sick Leave Guidelines**

**I. Purpose**

This directive establishes the guidelines for responding to an employee's request for sick leave.

**II. Policy**

Piedmont Technical College is sensitive to the needs of employees during times of personal illness and sickness of family members (as defined by State policy). The Human Resources Department is available to provide assistance to all employees and their supervisors to deal with sick leave requests. Each supervisor must notify Human Resources anytime an employee has been absent from work for more than three (3) consecutive days.

**III. Information**

These guidelines are based on the policies and procedures of the State Board for Technical and Comprehensive Education and Piedmont Technical College's Institutional Directive 6-7, Employee Transfer Program, and Directive 6-11, Family Medical Leave Act.

**IV. Procedures**

- A. Accumulated sick leave earned within the guidelines of State policies may be taken when an employee or an employee's immediate family (as defined by State policy) are ill. Verification of an illness by a physician may be required regardless of the length of illness.
- B. In cases of extended illness where sick leave days are exhausted, an employee may elect to use their annual leave days or go on leave without pay. Human Resources will automatically charge the employee annual leave when sick leave is exhausted, unless otherwise notified by the employee in writing.

**Office of Responsibility: President**

- C. If an illness or accident is catastrophic or severely debilitating and all sick and annual leave have been used, the President of the College may approve a written request from an employee to use up to 15 days of additional sick leave. This additional sick leave must be earned and returned to the system after the employee returns to work. After all of this sick leave/annual leave is utilized, the person will go on leave without pay.
- D. Employees who are absent and have exhausted both sick and annual leave will be notified by Human Resources of the provision in paragraph C, only once.. Upon each successive occurrence, the employee will automatically be placed in a leave without pay status.
- E. In cases where an individual has an illness or accident which is catastrophic or severely debilitating, either for themselves or for their immediate family (as defined by State policy), the President of the College may seek approval from the State to utilize leave from the sick leave pool. In these cases up to thirty (30) days may be requested. After the sick leave is fully utilized, the person would go on leave without pay.
- F. Any employee making a specific request for sick leave beyond their accumulated balance must make the request in writing to their supervisor and then to the Human Resources Manager. If these requests meet the guidelines outlined above and the employee has utilized all accumulated leave, the request will then be sent to the President's office for review in accordance with State regulations, policies, and procedures. All leave advanced to an employee must be repaid.
- G. If a request is disapproved by the president and all sick leave and annual leave have been utilized, employee must be placed in leave-without-pay status.

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