NOTE: THIS POLICY, LIKE ALL OTHER COASTAL CAROLINA UNIVERSITY POLICIES, IS NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED UPON AS SUCH. THIS POLICY MAY BE CHANGED AT ANY TIME BY COASTAL CAROLINA UNIVERSITY.

SUMMARY:
This policy governs special annual leave and sick leave provisions for eligible other funded positions. Refer to HREO-137 and HREO-138 for general information on the administration of annual and sick leave.

POLICY:

Employees in other funded positions, including research grant, temporary grant and time-limited positions, may be eligible to earn annual and sick leave provided the funding source permits.

I. Eligibility and Administration of Annual Leave
   A. Annual leave may be offered to employees in research grant, temporary grant and time-limited positions if the non-state appropriated funding source allows for annual leave.
   B. Annual leave accruals and usage will be handled in accordance with state regulations and University policy HREO-138.
   C. Employees may carry over a maximum of 15 days of annual leave from one fiscal year to the next (July 1 through June 30).
   D. Annual leave may be transferred from one contract, project or grant to another, provided that there is no specific restriction in the grant or contract which will not permit such a transfer, and that the new funding source offers and allows for the acceptance of the annual leave. In no case should the annual leave transferred exceed 15 days.
E. Other funded employees cannot be paid for unused leave when their employment or the contract, project or grant ends.

F. If a research grant, temporary grant or time-limited employee moves to a state slotted position, no accrued annual leave can be carried over to the slotted position.

G. Research grant, temporary grant and time-limited employees are not eligible to donate or receive leave from the University’s leave pool.

II. Eligibility and Administration of Sick Leave

A. Sick leave may be offered to employees in research grant, temporary grant and time-limited positions if the non-state appropriated funding source allows for sick leave.

B. Sick leave accruals and usage will be handled in accordance with state regulations and University policy HREO-137.

C. Employees may carry over a maximum of 15 days of sick leave from one fiscal year to the next (July 1 through June 30).

D. Sick leave may be transferred from one contract, project or grant to another, provided that there is no specific restriction in the grant or contract which will not permit such a transfer, and that the new funding source offers and allows for the acceptance of the sick leave. In no case should the sick leave transferred exceed 15 days.

E. Other funded employees cannot be paid for unused sick leave when their employment or the contract, project or grant ends.

F. If a research grant, temporary grant or time-limited employee moves to a state slotted position, no accrued sick leave can be carried over to the slotted position.

G. Research grant, temporary grant and time-limited employees are not eligible to donate or receive leave from the University’s leave pool.