Policy Title: Annual and Sick Leave Guidelines for Research Grant, Temporary Grant and Time Limited Positions

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Policy Management Area(s): Human Resources and Equal Opportunity

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SUMMARY:

This policy governs special annual leave and sick leave provisions for eligible Research Grant, Temporary Grant and Time Limited positions.

POLICY:

I. Employees in Research Grant, Temporary Grant and Time-Limited positions may be eligible to earn annual and sick leave provided the funding source permits such leave.

II. 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. The customary accrual rate is 9.38 hours per month. The accrual rate will be prorated if the position is less than full time.
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 that 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. Research Grant, Temporary Grant and Time-Limited 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 an FTE (slotted) position, accrued annual leave cannot be carried over to the FTE position.

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. The customary accrual rate is 9.38 hours per month. The accrual rate will be prorated if the position is less than full time.

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. Research Grant, Temporary Grant and Time Limited 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 an FTE (slotted) position, accrued sick leave cannot be carried over to the FTE position.