

**Williamsburg Technical College
PROCEDURE**

SECTION C – HUMAN RESOURCES MANAGEMENT

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| Title SICK LEAVE | Number C-8.1 |
| Division of Responsibility Administration and Finance | Approval Date Page 1/21/2021 1 of 2 |
| Approval Vice President _____ President _____ | Supersedes Procedure No. C-8.1 Date 2/3/14 |

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 AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education (SBTCE) Procedures 8-3-102.1, 8-3-103.7 and 8-3-103.8 concerning Sick Leave, Extended Illness, and the Family and Medical Leave Act. State Board policies and procedures may also be viewed on the System Office website at www.sctechsystem.edu. In addition, the following procedures will apply at the college.

I. Records

- A. All non-exempt employees are required to complete and submit a time sheet to their supervisors in a timely manner. The supervisor should review the time sheet for accuracy ensuring that the employee has accounted for at least 37.5 hours during the work week and that any time worked over 40 hours for the work week is listed as compensatory time. Time sheets should account for all time, both work time and leave time. The time sheets must be submitted to Human Resources (HR) no later than three business days after the end of the pay period. In addition, non-exempt employees must complete a time sheet whenever leave or holiday time is taken.
- B. Any discrepancies should be discussed with HR.

II. Verification and Use of Sick Leave

- A. All leave must be requested and approved using the online SC Technical College System leave system.
- B. The employee must notify the appropriate supervisor, to include administrator and President, of the absence prior to or immediately after scheduled reporting time for work.
- C. The leave request will be submitted in the leave system no later than the day of return to duty.

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- D. Absences of three (3) or more consecutive days may require an original copy of a certificate from a health care provider indicating the days of confinement due to sickness and an authorization for return to work. The certificate will be submitted to HR.
- E. Absences of three (3) or more consecutive days also require that the HR department offer an application for coverage under the Family Medical Leave Act. The employee or supervisor should notify the HR department so that arrangements can be made for the employee to receive the appropriate forms. These forms are required by federal law and must be completed by the patient's health care provider and returned to the HR department within 14 business days.
- F. When sick leave is used for doctor appointments, it should be so noted in the leave request.

III. Family Sick Leave

- A. Employees earning sick leave as provided in state policies and procedures may use not more than eighty hours of sick leave per calendar year to care for ill members of their immediate families. "Immediate family" for this purpose is defined as spouse, children, mother, father, spouse's mother and father, legal guardian, a spouse's legal guardian, and grandchildren if the grandchild resides with the employee and the employee is the prime caretaker of the grandchild.
- B. This leave is a part of, not in addition to, total accrued sick leave. Accurate records must be maintained in the use of sick leave for this purpose. Therefore, it will be necessary to designate in the leave request the name and relationship of the family member for which the leave was taken.