

# COLLEGE of CHARLESTON

## LEAVE BENEFITS AVAILABLE TO EMPLOYEES IN PERMANENT AND GRANT FUNDED POSITIONS WITH BENEFITS

Revised 8/04, Reviewed 10/07

### **Annual (Personal) Leave**

- Eligible employees earn 10-20 hours per month depending on the length of state service.
- Leave is pro-rated for employees working less than full time.
- Maximum usage per calendar year is 240 hrs./maximum accumulation is 360 hrs.

### **Sick Leave**

- Illness or Medical Appointments. Medical certification may be required.
- Eligible employees earn 10 hours per month based on the academic year.
- Maximum accumulation is 1440 hours.

### **Sick Family Leave**

- Time used to care for a sick family member. Medical certification may be required.
- Maximum usage per calendar year is 80 hours from employees' available sick leave.
- Family members include employee's spouse, children and the following: parent, brother, sister, grandparent, legal guardian, foster children and eligible grandchildren of the employee or the employees' spouse.

### **Family Medical Leave**

- The Family Medical Leave Act of 1993 requires covered employers to provide up to 12 weeks of leave, paid and/or unpaid to eligible employees for certain family and medical reasons. Medical certification is required

### **Holiday Leave**

- State holidays are observed with pay.
- State holidays not observed on scheduled dates are taken during the College's December Holiday season.

### **Death in the Immediate Family**

- Up to three consecutive workdays with pay. A statement of the relationship may be required.
- Immediate family includes spouse, parents, grand and great grandparents, brothers, sisters, children, grand and great grandchildren of either employee or spouse. Also included are the spouse of brothers, sisters, and children.

### **Court Leave/Jury Duty**

- Employees who are summoned as a member of a jury panel or subpoenaed as a witness are granted leave with pay. Documentation is required.

### **Military Leave**

- Enlisted or commissioned members are entitled to leave of absence with pay for a maximum of 15 work days per year. Documentation is required.

### **Leave Without Pay**

- Short term military leave longer than 15 work days.
- Hazardous weather and Emergency leave.
- Once all leave is exhausted.

### **Leave Transfer Pool**

- A pool of leave hours donated by employees and used by eligible, approved employees under personal emergency circumstance. Documentation is required and approval is not guaranteed.
- Employee's department must agree to provide funding.

### **Blood Drive and Donation Leave**

- Must be requested by the employee and approved by the employee's department. Documentation may be required

### **Bone Marrow Donor Leave**

- Not to exceed 40 hours unless approved by the agency. Medical documentation is required.

\*\*Leave payoff upon termination/retirement/death

\*\*Leave transferred to or from another state agency