

# Sick Leave

## Policy & Guideline

University Facilities (UF)  
Internal Guideline: 02.B.02.01  
Effective Date: August 2009  
Last Modified Date: January 2019  
Approved by: Bob Wells, updated Todd Barnette

This document is included here for convenience.

## University Policy Summary

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Complete Policy is located at: [https://hr.app.clemson.edu/poly-proc/view\\_document.php?id=37](https://hr.app.clemson.edu/poly-proc/view_document.php?id=37)

### Goal:

To provide sick leave to employees.

### Eligibility:

Sick leave shall be earned by and granted to employees in full time equivalent (FTE) or time-limited positions.

### Ineligibility:

Employees who are not eligible to accrue sick leave include those in an FTE or time-limited position whose standard hours are less than 20 per week. Students and temporary employees are also ineligible for sick leave.

### FMLA

Information on FMLA is available at:

[http://media.clemson.edu/humanres/FMLA/Family Medical Leave Act-Employee Packet.pdf](http://media.clemson.edu/humanres/FMLA/Family_Medical_Leave_Act-Employee_Packet.pdf)