

PERSONAL DAYS
for
EMPLOYEES IN TEMPORARY GRANT FUNDED POSITIONS

Employees who are in temporary grant positions will earn one and one-half days of Grant Personal Leave per month for a total of eighteen (18) personal days per year. Eligible part-timers will earn Grant Personal days on a pro rata basis. The personal days are granted in lieu of annual leave and sick leave, and may be used for vacation, sick leave, appointments and for personal leave.

This policy shall be subject to the following provisos:

- This policy shall apply to all persons who are employed in temporary grant positions. Post doctoral employees and 9-month faculty are not included under this policy.
- Leave for employees who work simultaneously under two or more grants shall be charged in proportion to the percentage of time they work under each grant.
- Leave taken in the last month of the project shall be limited to not more than five (5) consecutive work days.
- There will be no payouts of unused leave balances at termination of employment.
- All personal days for grants of less than a calendar year in duration must be used within the period of active employment under the grant in proportion to the leave earned on the specific grant(s).
- This policy prohibits the carryover of personal leave from one calendar year to the next.
- Employees covered under this policy shall be eligible for all official University holidays.
- Covered employees shall begin accruing personal leave at the beginning of the pay period which includes May 15, 2003.
- Except for unanticipated sick leave, all personal day requests must be approved in advance by the supervisor.
- Departments holding the grants are responsible for maintaining auditable records by grant of the time earned and used.
- Departments where an individual employee works simultaneously under multiple grants are encouraged to create a common leave pool from which leave may be drawn and paid.
- Personal Grant Leave can not be transferred to another state agency when an employee terminates their position with Clemson University.
- Grant Employees should use MYCLE (Computerized Leave System) when requesting to take leave. The employee's department will be responsible for obtaining the necessary User-ID and Password to use MYCLE.
- Grant employees who have requested and been approved for the Family Medical Leave Act (FMLA) should also submit a leave request for FMLA. If using MYCLE the employee would simply request to use their Grant Personal Leave and then click the FMLA button which will automatically submit a leave request for FMLA.

Approved by the Administrative Council on March 24, 2003.