Clemson University provides paid and unpaid leave benefits for eligible employees. While this document does not include all methods for taking paid or unpaid leave, it offers a brief overview of leave benefits provided. Additional information regarding leave benefits can be answered by contacting the Office of Human Resources at (864) 656-2000 or online at [www.clemson.edu/employment](http://www.clemson.edu/employment).

<table>
<thead>
<tr>
<th>Leave Benefits</th>
<th>12-Month Staff and 12-Month Faculty</th>
<th>9-Month Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sick Leave</strong></td>
<td>Eligibility requirements:</td>
<td>Same as 12-month faculty</td>
</tr>
<tr>
<td></td>
<td>• Full-time (FTE) and time-limited positions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Standard hours of 20 hours or more</td>
<td></td>
</tr>
<tr>
<td>Accrual amount:</td>
<td>10 hours per month for employees with standard hours of 40.00 hours per week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 hours and 22 minutes per month for employees with standard hours of 37.5 hours per week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pro-rated for employees with standard hours less than 37.5 hours per week</td>
<td></td>
</tr>
<tr>
<td>Required approval:</td>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td><strong>Grant Personal Leave</strong></td>
<td>Eligibility requirements:</td>
<td>Does not apply to 9-month faculty</td>
</tr>
<tr>
<td></td>
<td>• Grant project positions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Standard hours of 20 hours or more</td>
<td></td>
</tr>
<tr>
<td>Accrual amount:</td>
<td>11 hours and 15 minutes per month with standard hours of 37.5 hours per week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pro-rated for employees with standard hours less than 37.5 hours per week</td>
<td></td>
</tr>
<tr>
<td>Required approval:</td>
<td>Manager</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of Leave Benefits**
<table>
<thead>
<tr>
<th>Leave Benefits</th>
<th>12-Month Staff and 12-Month Faculty</th>
<th>9-Month Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Leave</strong></td>
<td><strong>Staff Members</strong>&lt;br&gt;Eligibility requirements:&lt;br&gt;• Full-time (FTE) and time-limited positions&lt;br&gt;• Standard hours of 20 or more&lt;br&gt;• 10 hours per month for employees with standard hours of 40.00 hours per week&lt;br&gt;• 9 hours and 22 minutes per month for employees with standard hours of 37.5 hours per week&lt;br&gt;• Pro-rated for employees with standard hours less than 37.5 hours per week&lt;br&gt;• Employees with state service time of more than 10 years earn a bonus of 1.25 workdays of annual leave per year for each year of service over 10 years</td>
<td><strong>Faculty Members</strong>&lt;br&gt;Eligibility requirements:&lt;br&gt;• Full-time (FTE) positions&lt;br&gt;• Standard hours of 20 or more&lt;br&gt;• 11 hours and 15 minutes per month for the first nineteen years of service, and 18 hours and 45 minutes thereafter with standard hours of 37.50 hours per week&lt;br&gt;• 12 hours per month for the first nineteen years of service, and 20 hours thereafter with standard hours of 40.00 hours per week&lt;br&gt;<strong>Required approval:</strong>&lt;br&gt;• Manager</td>
</tr>
<tr>
<td>Leave Benefits</td>
<td>12-Month Staff and 12-Month Faculty</td>
<td>9-Month Faculty</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Family Medical Leave Act (FMLA)</strong></td>
<td>Eligibility requirements:</td>
<td>Same as 12-month faculty</td>
</tr>
<tr>
<td>*unpaid job protection</td>
<td>• Employed with Clemson University for at least 12 months</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Have worked at least 1,250 hours in the previous 12 months</td>
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<tr>
<td></td>
<td>• FMLA paperwork (Employee Request Form and Medical Certification Form)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Required approval:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Office of Human Resources</td>
<td></td>
</tr>
<tr>
<td><strong>Other Leave (Court and Funeral)</strong></td>
<td>Eligibility requirements:</td>
<td>Same as 12-month faculty</td>
</tr>
<tr>
<td></td>
<td>• Full-time (FTE), time-limited and temporary grant positions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Standard hours of 20 hours or more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Required approval:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Manager</td>
<td></td>
</tr>
<tr>
<td><strong>Paid Holidays</strong></td>
<td>Eligibility requirements:</td>
<td>Does not apply to 9-month faculty</td>
</tr>
<tr>
<td></td>
<td>• Full-time (FTE)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Standard hours of 1 hour or more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Time-limited and temporary grant positions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Standard hours of 20 hours or more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Required approval:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Office of Human Resources</td>
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</tbody>
</table>

Summary of Leave Benefits