

**University of South Carolina
Absence Management
Absence Type Reference Guide**

Absence Name	Absence Reason (if applicable)	Maximum Limit	Attachment Required	Brief Description
---------------------	---------------------------------------	----------------------	----------------------------	--------------------------

Annual Leave	Hazardous Weather	30 days per calendar year, to include all annual leave types.	No	Accrued annual leave taken during a hazardous weather event during which the employee was unable to report to work and the Governor did not authorize hazardous weather leave with pay.
	Educational	30 days per calendar year, to include all annual leave types.	No	Accrued annual leave taken when employees have received approval to further their education during work hours.
	FMLA	30 days per calendar year, to include all annual leave types, unless an exception is approved.	No	Accrued annual leave taken for an approved Family Medical Leave Act (FMLA) absence, reasons to include for the birth and/or bonding with a new child, serious health condition of an employee, serious health condition of a family member and military caregiver. Annual Leave and FMLA will run concurrently. <i>*All applicable sick leave must be used prior to using annual leave and the use of annual leave under the FMLA is optional.</i>
	Worker's Comp	30 days per calendar year across all annual leave types.	No	Accrued annual leave taken for purposes of compensation when employees must miss work due to Worker's Compensation covered injury and have elected use their accrued leave. <i>*Not FMLA qualified and/or was not FMLA approved.</i>
	Military Leave	Up to 45 days per calendar year to include all annual leave types.	No	Accrued annual leave taken for purposes of military leave. <i>NOTE: The use of annual leave for military purposes is optional and can be used only after all eligible paid military leave for that current federal fiscal year has been used.</i>
	Personal	30 days per calendar year, to include all annual leave types.	No	This is the most common type of accrued annual leave taken by employees. This covers annual leave for vacation or personal days. <i>*Not FMLA qualified and/or was not FMLA approved.</i>
	Worker's Comp/FMLA	30 days per calendar year, to include all annual leave types, unless an exception is approved.	No	Accrued annual leave taken for purposes of compensation when employees must miss work due to Worker's Compensation covered injury for which they have approved FMLA. FMLA and Worker's Comp run concurrently.
Sick Leave	Personal	N/A	No	This is the most common reason of sick leave taken. This covers for an employee to take sick leave in accordance with the reasons listed in HR1.06 Sick Leave Policy. <i>*Not FMLA qualified and/or was not FMLA approved.</i>

**University of South Carolina
Absence Management
Absence Type Reference Guide**

Absence Name	Absence Reason (if applicable)	Maximum Limit	Attachment Required	Brief Description
Sick Leave	Family Sick Leave	Up to 10 days per calendar year.	No	This covers for an employee to take sick leave to care for a family member in accordance with the reasons listed in HR1.06 Sick Leave Policy. *Not FMLA qualified and/or was not FMLA approved.
	FMLA	Up to 12 weeks per calendar year to include all FMLA leave types.	No	Accrued sick leave taken for an approved Family Medical Leave Act (FMLA) absence for the serious health condition of an employee. Sick Leave and FMLA will run concurrently. <i>*All applicable sick leave balances must be used under the FMLA.</i>
	Military Leave	Up to 90 days per calendar year.	No	The eligibility to use accrued sick leave while on military leave is based on the military assignment (Combat or Emergency declared by the U.S. President). <i>NOTE: This should be used only after all paid military leave that an employee is eligible to receive in the current federal fiscal year has been used.</i>
	Worker's Comp	N/A	No	Accrued sick leave taken for purposes of compensation when employees must miss work due to Worker's Compensation covered injury and have elected use their leave.
	Worker's Comp/FMLA	Up to 12 weeks per calendar year to include all FMLA leave types.	No	Accrued sick leave taken for purposes of compensation when employees must miss work due to a Worker's Compensation covered injury, have elected use their leave, and have been approved under the FMLA. FMLA and Worker's Comp run concurrently.
	FMLA Family	Up to 10 days per calendar year.	No	Accrued sick leave taken for an approved Family Medical Leave Act (FMLA) absence for the serious health condition of an employee's family member. Family Sick Leave and FMLA run concurrently. <i>*All applicable sick leave must be used under the FMLA.</i>
	Adoption Leave	Up to 6 weeks.	Yes	Accrued sick leave taken for the purposes of caring for an adopted child after placement. Based on approval from the Benefits Office. *Not FMLA qualified and/or was not FMLA approved.
	Adoption Leave/FMLA	Up to 6 weeks.	Yes	Accrued sick leave taken for purposes of caring for an adopted child after placement. Eligibility expires 12 months after the date of adoption or placement. FMLA and Adoption leave run concurrently.

**University of South Carolina
Absence Management
Absence Type Reference Guide**

Absence Name	Absence Reason (if applicable)	Maximum Limit	Attachment Required	Brief Description
Leave of Absence (LWOP)	Worker's Comp	N/A	No	Unpaid leave used when employees have exhausted accrued leave or elected not to use accrued leave but are unable to return to work due to a Worker's Compensation covered injury.
	Leave of Absence	N/A	No	Unpaid leave used for extenuating circumstances that do not fall within another reason as outlined in this document.
	Military Leave	Not to exceed 5 years, with active military orders to include all military leave types.	No	Unpaid time away from work due to active military orders. This should be used upon exhaustion of all eligible paid military leave in the current federal fiscal year, as well as other leave types that the employee has elected to use.
	FMLA	Up to 12 weeks per calendar year to include all FMLA leave types.	No	Unpaid time away from work for an approved Family Medical Leave Act (FMLA) absence, reasons to include for the birth and/or bonding with a new child, serious health condition of an employee, serious health condition of a family member and military caregiver. <i>*All applicable sick leave and must be used prior to using leave without pay.</i>
	Educational	*Not to exceed hours needed for more than 2 classes per workday	No	Unpaid time away from work for purposes of furthering education. Note: To be eligible, employees must work at least 30 hours per week and have satisfactorily completed at least one year of continuous university employment.
	Hazardous Weather	N/A	No	Unpaid time away from work due to hazardous weather event during which employees are unable to report to work and the Governor did not authorize hazardous weather leave with pay.
	Worker's Comp/FMLA	N/A	No	Unpaid leave used when employees have exhausted accrued leave but are unable to return to work due to Worker's Compensation covered injury for which they have been approved under the FMLA. FMLA and Worker's Comp run concurrently.
Administrative Leave	Admin Leave	Up to 180 calendar days per incident.	No	FTE employees who are physically attacked while in the performance of work duties and suffer bodily harm will be placed on administrative leave with pay for up to 180 days. <i>*Not FMLA qualified and/or was not FMLA approved.</i>

**University of South Carolina
Absence Management
Absence Type Reference Guide**

Absence Name	Absence Reason (if applicable)	Maximum Limit	Attachment Required	Brief Description
Administrative Leave	FMLA	Up to 180 calendar days per incident.	No	Employees placed on administrative leave (as outlined on the previous row) can also apply for FMLA. FMLA and administrative leave will run concurrently until the allowable FMLA leave has been exhausted.
	Worker's Comp/FMLA	Up to 180 calendar days per incident.	No	Employees placed on administrative leave (as outlined on the previous rows) may also qualify for worker's compensation. If approved the worker's compensation and FMLA will run concurrent to the administrative leave.
Bone Marrow	Bone Marrow	40 work hours.	Yes	Employees that are part of a bone marrow donor program and who are identified as a donor match may be granted up to 40 work hours paid leave for the donation. *Not FMLA qualified and/or was not FMLA approved.
	FMLA	40 work hours.	No	Employees approved for bone marrow donation may elect to apply for FMLA for this time. FMLA will run concurrent with the bone marrow leave.
Organ Donor	Organ Donor	Up to 30 workdays per calendar year.	Yes	Employees in leave earning positions who wish to be organ donors are entitled to paid leave not to exceed an aggregate of 30 regularly scheduled workdays per a calendar year. *Non-FMLA qualifying and/or approved
	FMLA	Up to 30 workdays per calendar year.	Yes	Employees who are planning to be organ donors should also apply for FMLA. If approved the FMLA will run concurrently with the Organ Donor Leave.
Military Leave	15 days	Up to 15 days per federal fiscal year.	Yes	Paid military leave for up to 15 workdays per federal fiscal year (October 1 – September 30). upon receipt of military drill/training orders
	Additional 30 days	Up to 30 additional days per federal fiscal year.	Yes	Paid military leave for up to an additional 30 workdays per federal fiscal year (October 1 – September 30) upon receipt of combat or emergency military orders.
Death in Immediate Family	Reason is the relation to the employee (as outlined under brief description).	Up to 3 consecutive workdays per loss	No	Paid leave for employee's who experience the death of an immediate family is defined as: parent, spouse, children/spouse of children, brother/spouse of brother, sister/spouse of sister, grandparent, great-grandparent, grandchild, great-grandchild, or legal guardian of either the employee or the employee's spouse.
Voting Leave	N/A	2 hours per election.	No	Paid leave for employees who cannot reasonably vote outside of working hours.

**University of South Carolina
Absence Management
Absence Type Reference Guide**

Absence Name	Absence Reason (if applicable)	Maximum Limit	Attachment Required	Brief Description
American Red Cross Certified Disaster Service	N/A	10 days per calendar year.	Yes	Paid leave for employees who are certified disaster service volunteers for the American Red Cross.
Sick Leave Advance	N/A	Up to 15 days.	Yes	Employees may be advanced up to 15 days of sick leave in extenuating circumstances when an illness extends beyond accrued annual and sick leave.
Court Leave	N/A	N/A	Yes	Employees summoned to jury duty or subpoenaed as a witness (no personal gain) will be granted paid leave for all hours required to be in court if those hours fall within the employee's regular work hours.
Blood Drive and Donation	N/A	N/A	No	Paid leave for employees who participate in university-sponsored or other blood drives.
Hazardous Weather	N/A	Up to 5 days for each declared State of Emergency.	No	Paid leave to cover absences from work during a declared State of Emergency by the Governor.

Disclaimer: All information contained in this document is intended to serve as a quick reference guide. For full guidelines, requirements, procedures, and additional information please review the respective HR policy.

Related Policies:

- HR 1.03 – Annual Leave
- HR 1.06 – Sick Leave
- HR 1.07 – Family and Medical Leave
- HR 1.09 – Other Leave with Pay
- HR 1.15 – Holidays and Holiday Compensatory Time
- HR 1.18 – Hazardous Weather and Emergency Leave
- HR 1.21 – Educational Leave
- HR 1.66 – Workers Compensation
- HR 1.12 – Leave of Absence (Leave Without Pay)