MEMORANDUM HR COVID-19

TO: HR and Business Contacts
FROM: Division of Human Resources
DATE: March 16, 2020
RE: Additional Guidance for the use of Sick Leave

Our university is committed to limiting the impact of the Coronavirus (COVID-19) and keeping our students, faculty, and staff safe. As directed by the Governor of South Carolina the campus has been closed and President Caslen has directed employees to work remotely. This is new territory for many of us and we appreciate all that you are doing to promote social distancing and ensure that your employees are observing the guidance provided by President Caslen.

We have received additional information from the State of South Carolina regarding the use of Sick Leave during this period of closure. Please share this information with your supervisors and managers.

Employees who earn leave are authorized to use sick leave:
- If they are sick,
- If they fall into CDC defined higher risk or special populations,
- If they are otherwise affected by social distancing directives related to COVID-19

This means that leave earning employees are authorized to use sick leave, annual leave, or compensatory time to cover their absence from campus if they are not engaged in telecommuting and their supervisor determines that their presence at work is not required.
Sick leave may be advanced to leave earning employees under the same criteria.

- HR 1.06 Sick Leave allows the advancement of up to 15 days of sick leave with the approval of the Vice President for Human Resources or their designee.

- During the COVID-19 event, approval will be expedited. Based on new guidance, documentation from a licensed health care provider will not be required for advancement of sick leave directly connected to the COVID-19 event.

- All advanced leave will be repaid as the employee earns future sick leave.

We encourage departments to be flexible and creative as they consider options for allowing employees to work remotely. In some cases, it might be appropriate to allow for a combination of both working time and leave time to account for all normally scheduled working hours.

Check the university’s COVID-19 landing page for additional tips on how to stay healthy and more information about COVID-19.