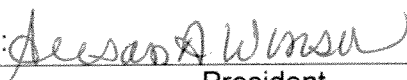


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	SICK LEAVE	Procedure Number:	3-2-103.1 ATC
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:	8-3-102; 8-3-102.1		
Governing ATC Policy:	3-2-103		

Approved:


President


Vice President of Administrative Services

Date

Adopted: 08/02/2010

Date

Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Verification of Sick Leave

The use of sick leave shall be subject to verification. When there is reason to believe that sick leave is being abused, the supervisor may, before approving the use of sick leave, require a certificate of a physician or other acceptable documentation describing the disability and giving the inclusive dates. A physician's certificate is required by an employee who is out three (3) or more days.