

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	SICK LEAVE	Procedure Number:	3-2-103.1 ATC
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy/Procedure:	8-3-102; 8-3-102.1		
Governing ATC Policy:	3-2-103		

Approved: 
President


Chief Human Resources Officer

Date
Adopted: 08/02/2010
Date
Revised: 01/18/2019

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 an authorized health care provider/practitioner or other acceptable documentation verifying the need for sick leave and giving the inclusive dates. Documentation from an authorized health care provider/practitioner is required by an employee who is out three (3) or more days.