

QUICK REFERENCE FOR CLASSIFIED EMPLOYEE LEAVE

Accrual Rates/Maximum Carryover/Payment on Separation

Years of Service	Leave Plan FT* PT		Annual Accrual Rate	Sick Accrual Rate	Personal and Family Accrual Rate	Maximum Year-End Annual Balance Carryover	Maximum Annual Leave Payout	Maximum Sick Leave Balance Payable Upon Separation
Virginia Sickness and Disability Program (VSDP)								
0 < 5 years	CV C8	PV	4 hrs. semi-monthly	64 hrs. annually	32 hrs. annually	192 hrs.	192 hrs.	N/A
5 < 10 years	CV C8	PV	5 hrs. semi-monthly	72 hrs. annually	32 hrs. annually	240 hrs.	240 hrs.	N/A
10 < 15 years	CV C8	PV	6 hrs. semi-monthly	80 hrs. annually	40 hrs. annually	288 hrs.	288 hrs.	N/A
15 < 20 years	CV C8	PV	7 hrs. semi-monthly	80 hrs. annually	40 hrs. annually	336 hrs.	288 hrs.	N/A
20 < 25 years	CV C8	PV	8 hrs. semi-monthly	80 hrs. annually	40 hrs. annually	384 hrs.	336 hrs.	N/A
> 25 years	CV C8	PV	9 hrs. semi-monthly	80 hrs. annually	40 hrs. annually	432 hrs.	336 hrs.	N/A
Traditional Plan (TSLP)								
5 < 10 years	CT	PT	5 hrs. semi-monthly	5 hrs. semi-monthly	None	240 hrs.	240 hrs.	25% of Balance - Not to Exceed \$5,000
10 < 15 years	CT	PT	6 hrs. semi-monthly	5 hrs. semi-monthly	None	288 hrs.	288 hrs.	25% of Balance - Not to Exceed \$5,000
15 < 20 years	CT	PT	7 hrs. semi-monthly	5 hrs. semi-monthly	None	336 hrs.	288 hrs.	25% of Balance - Not to Exceed \$5,000
20 < 25 years	CT	PT	8 hrs. semi-monthly	5 hrs. semi-monthly	None	384 hrs.	336 hrs.	25% of Balance - Not to Exceed \$5,000
> 25 years	CT	PT	9 hrs. semi-monthly	5 hrs. semi-monthly	None	432 hrs.	336 hrs.	25% of Balance - Not to Exceed \$5,000

NOTES:

- Employees in the Virginia Sickness and Disability Program (VSDP) upon separation have the option to either (1) be paid for Disability Credits (25% of balance, subject to \$5,000 maximum); or (2) convert Disability Credits to VRS service credit at a rate of one-month credit per 173 hours.
- New full-time classified employees with start dates from 1/10 through 7/9 are credited with 64 hours of Sick Leave and 32 hours of Personal/Family Leave. Classified employees who work 80% FTE or greater are treated as full-time employees for VSDP accrual. For start dates from 7/10 through 1/9, 40 hours of Sick Leave and 16 hours of Personal/Family Leave will be credited. Annual leave for part-time employees is prorated based on part-time status.

*C8 Leave Plan for classified employees who work more than 80% FTE but less than 100% FTE.

QUICK REFERENCE FOR FACULTY LEAVE

Accrual Rates/Maximum Carryover/Payment on Separation

Type of Faculty and Years of Service	Leave Plan		Annual Accrual Rate	Sick Accrual Rate	Personal and Family Accrual Rate	Maximum Year-End Annual Balance Carryover	Maximum Payout	Maximum Sick Leave Balance Payable Upon Separation
	FT*	PT						
Traditional Plan (TSLP)								
9/10 mo. faculty	9T	9T	None	48 hrs. per semester	None	None	None	None
12 mo. faculty 0 < 15 years	FT	FP	8 hrs. semi-monthly	5 hrs. semi-monthly	None	288 hrs.	288 hrs.	None
12 mo. faculty 15 – 20 years	FT	FP	8 hrs. semi-monthly	5 hrs. semi-monthly	None	336 hrs.	288 hrs.	None
12 mo. faculty > 20 years	FT	FP	8 hrs. semi-monthly	5 hrs. semi-monthly	None	384 hrs.	288 hrs.	None
Virginia Sickness and Disability Program (VSDP)								
9/10 mo. faculty 0 < 5 years	9V	9P	None	64 hrs. annually	32 hrs. annually	None	None	None
9/10 mo. faculty 5 – 10 years	9V	9P	None	72 hrs. annually	32 hrs. annually	None	None	None
9/10 mo. faculty > 10 years	9V	9P	None	80 hrs. annually	40 hrs. annually	None	None	None
12 mo. faculty 0 < 5 years	FV F8	VP	8 hrs. semi-monthly	64 hrs. annually	32 hrs. annually	288 hrs.	288 hrs.	None
12 mo. faculty 5 – 10 years	FV F8	VP	8 hrs. semi-monthly	72 hrs. annually	32 hrs. annually	288 hrs.	288 hrs.	None
12 mo. faculty 10 – 15 years	FV F8	VP	8 hrs. semi-monthly	80 hrs. annually	40 hrs. annually	288 hrs.	288 hrs.	None
12 mo. faculty 15 – 20 years	FV F8	VP	8 hrs. semi-monthly	80 hrs. annually	40 hrs. annually	336 hrs.	288 hrs.	None
12 mo. faculty > 20 years	FV F8	VP	8 hrs. semi-monthly	80 hrs. annually	40 hrs. annually	384 hrs.	288 hrs.	None

*F8 Leave Plan for faculty who work more than 80% FTE but less than 100% FTE.

Semi-Monthly Rates of Accrual for Part-Time Classified Hours Worked - TSLP

Hours Worked Per Week	Annual						Holiday	Sick (TSLP)
	< 5 Years	5 < 10 Years	10 < 15 Years	15 < 20 Years	20 < 25 Years	> 25 Years		
20 (50%)	2.00	2.50	3.00	3.50	4.00	4.50	4.00	2.50
24 (60%)	2.40	3.00	3.60	4.20	4.80	5.40	4.80	3.00
25 (62.50%)	2.50	3.13	3.75	4.38	5.00	5.63	5.00	3.13
28 (70%)	2.80	3.50	4.20	4.90	5.60	6.30	5.60	3.50
30 (75%)	3.00	3.75	4.50	5.25	6.00	6.75	6.00	3.75
32 (80%)	3.20	4.00	4.80	5.60	6.40	7.20	6.40	4.00
35 (87.50%)	3.50	4.38	5.25	6.13	7.00	7.88	7.00	4.38

NOTE: Part-time employees accrue prorated annual leave; however, year-end carryover amount and separation payout amount have the same maximums as full-time employees.

For assistance, timekeepers may e-mail VCU Leave Administration at leave@vcu.edu or call 828-1712.