

Classified Staff Leave

Notes

- Classified staff who work 50 percent or greater accrue leave at the end of each semi-monthly pay period in proportion to the number of hours they work.
- Employees earn leave before using it and, when possible, request approval in advance to use it.
- Employees support the institution's timekeeping process by:
 - **submitting** approved leave requests promptly to their timekeepers;
 - **reviewing** their leave advice statements on Employee Self Service (ESS) every pay period for accuracy; and
 - **resolving** leave discrepancies promptly with their timekeepers.

Annual Leave

- Earned after each semi-monthly pay period when an employee works the entire pay period or has appropriate leave to cover an absence. Employees use annual leave for vacation, personal business, or after they have exhausted other types of leave.
- Following are the annual accrual rates, year-end annual leave carry-over limits, and maximum pay-out amounts upon separation for full-time classified staff:

Years of Service	Accrual Rate	Maximum Year-End Balance Carryover	Maximum Payout
0 < 5 years	4 hrs semi-monthly	192 hrs	192 hrs
5 < 10 years	5 hrs semi-monthly	240 hrs	240 hrs
10 < 15 years	6 hrs semi-monthly	288 hrs	288 hrs
15 < 20 years	7 hrs. semi-monthly	336 hrs	288 hrs
20 < 25 years	8 hrs. semi-monthly	384 hrs	336 hrs
> 25 years	9 hrs semi-monthly	432 hrs	336 hrs

- On January 9 each calendar year, employees forfeit all unused annual leave hours that exceed the carry-over limits indicated above.
- Part-time classified employees who work 50 percent or greater accrue annual leave at a proportionate rate. The University pays part-time staff for their unused annual leave balances up to the maximum allowed upon separation as shown in the above chart for full-time employees.
- Classified staff who are in dock status during a semi-monthly pay period do not accrue annual leave for that pay period.

Traditional Sick Leave Plan (TSLP)

Personal Sick Leave

- Used for personal illness or injury and health-related appointments.
- Full-time classified staff accrue 5 hours of sick leave semi-monthly. Employees who are in dock status during a semi-monthly pay period do not accrue sick leave for that pay period.
- There is no limit to the number of sick leave hours that employees may accumulate. Following are the maximum pay-out amounts upon separation for classified staff:

Years of Service	Maximum Payout
0 < 5 years	None
>5 years	25% of balance not to exceed \$5,000

Family Sick Leave

- Employees may use up to 48 hours (6 days) from existing sick leave balance for any illness, injury, or death of an immediate family member. Annual limit is 48 hours (6 days) in a calendar leave year, January 10 – January 9 of the following year. (See Family and Medical Leave section for long-term and serious health conditions.)

Virginia Sickness and Disability Program (VSDP)

Note: Classified staff hired January 1, 1999, and later are automatically enrolled in VSDP.

Note: Classified Staff hired July 1, 2009, and after will need to meet a one-year waiting period for non-work related disability benefits.

- Provides employees with:
 - sick leave and personal and family leave (see below);
 - short-term disability income replacement.
 - Less than 5 years of service income replacement is at 60 percent, if hired after July 1, 2009.
 - More than 5 years of service income replacement is at 100 percent, 80 percent, and 60 percent based on years of service for up to 25 weeks beginning with the 8th calendar day of disability; and
 - long-term disability income replacement at 60 percent of salary beginning at the end of short-term disability and lasting to the end of the disability or normal retirement age (65).
- Employees may use sick leave for short-term illness or toward the waiting period for short-term disability benefits.
- Employees who enrolled in the VSDP during the initial enrollment period may have converted their existing sick leave balances to disability credits; they may use these credits to replace periods of less-than-100-percent income while on short-term disability.
- Full-time and part-time classified do not receive payment for any sick balance upon separation.
- Employees accrue leave based on length of service; leave accruals are credited at the beginning of the leave calendar year; balances do not carry forward to the next year and are not paid upon separation. Following are accrual rates for current and new full- and part-time classified staff:

Accrual Rates for Current Employees		
Years of Service	Full-time Employee Accrual rate	Part-time Employee Accrual rate
0 < 5 years	64 hours annually	32 hours annually
5 - 10 years	72 hours annually	32 hours annually
>10	80 hours annually	40 hours annually

Accrual Rates for New Employees		
Employment Date	Full-time Employee Accrual rate	Part-time Employee Accrual Rate
January 10 – July 9	64 hours	32 hours
July 10 – January 9	40 hours	20 hours

Personal and Family Leave:

- Employees may use personal and family leave for absences due to illness, death of a family member, or for other personal needs.
- Full-time and part-time classified staff do not receive payment for any personal and family leave balance upon separation.

- Employees accrue leave based on length of service; leave accruals are credited at the beginning of the leave calendar year; balances do not carry forward. Following are the accrual rates:

Accrual Rates for Current Full- and Part-time Employees	
Years of Service	Accrual Rate
0 < 10 years	32 hrs annually
>10	40 hrs annually

Accrual Rates for New Full- and Part-time Employees	
Employment Date	Accrual Rate
January 10 – July 9	32 hrs
July 10 – January 9	16 hrs

Impact of Status Change on Annual Leave and Sick Leave

When classified staff have a status change (for example, full-time to part-time or part-time to full-time), they retain their annual and sick leave balances. The rate of accrual adjusts based on full-time or part-time status. For assistance, please refer to the “Status Changes and Effect on Leave” section of the [Leave Types and Guidelines](#) or contact Human Resources at 828-1712.

Administrative Leave

- Covers paid absences for jury duty and court appearances (for example, by summons or subpoena as a witness but not as a defendant), for state job interviews, and for participation in the Employee Grievance Process.
- Documentation of the need for and length of the absence may be required.

Bone Marrow and Organ Donor Leave (BMOD)

- Provides eligible employees with up to 30 days of additional paid leave each calendar year when they donate bone marrow or organs.
- Medical certification is required prior to approval of BMOD leave.
- This leave does not count toward FMLA leave usage and it is not part of VSDP leave.

Community Service Leave (CSL); formerly, Leave to Assist Schools

- Provides employees (with or without children) with paid leave each calendar leave year to meet with public or private school officials about their children, to attend school functions in which their children are participating, to perform school-approved volunteer work in a public school, or to participate in volunteer community service organizations.
- Effective July 1, 2009, CSL increases by 8 hours for employees serving as volunteer firefighters and/or rescue service members. Although a "bank" of 24 hours (3 days) is established for everyone, the additional 8 hours are only available to volunteer firefighters and/or rescue service members. The number of hours available for other types of volunteer service or for school assistance remains at 16 hours (2 days) for full-time classified staff. The leave is prorated for part-time staff.
- Unused CSL does not carry over at calendar year-end.

Educational Leave

- Available to classified staff for educational pursuits at one-half pay or without pay, subject to approval by the department head, school/college dean, and vice president.
- Employees who take this leave at one-half pay sign a contract with a commitment to serve in University employment equal to twice the period of leave. Employees who do not return to University employment reimburse the salary received during the leave period with interest, regardless of source of funds. The University prorates the salary reimbursement and interest for employees who return for a portion of time.
- Employees do not accrue annual, sick, or holiday leave while on educational leave; and the University holds their sick leave balances during this time. Annual and holiday leave balances may be paid or retained when employees take educational leave. Consult Human Resources for assistance.

Family and Medical Leave

- Provides benefits and job protection for eligible classified staff with qualifying personal or family serious health conditions under the provisions of the Family and Medical Leave Act (FMLA).
- The individual must be an employee of VCU or the State for at least 12 months (not consecutive) and must work at least 1,250 hours during the preceding 12 months to be eligible for this leave.
- Depending on the type of FMLA absence, employees may use annual and/or sick leave to cover this time away from work. Classified staff may access 33 percent of their sick leave balance for FMLA family-related reasons.
- Employees may use paid or unpaid leave concurrently or intermittently for up to 12 workweeks (480 hours) in a calendar year. Employees who use unpaid leave to cover a FMLA absence do not accrue annual, sick, or holiday leave during the period(s) of unpaid leave.
- Eligible staff working less than full time have their 12 workweeks prorated.

Note: VCU limits the use of FMLA leave for both spouses employed by the University to a *combined* total of 12 workweeks for the birth, adoption, or placement of a child or to care for a child with a serious health condition. For more information on how to use FMLA under the traditional and VSDP sick leave plans, please refer to the [Leave Types and Guidelines](#) or contact Human Resources for assistance.

Holiday Leave

- Observed as 12 paid holidays each calendar year.
- Full-time employees who must work on a University-designated holiday will accrue the holiday and must use it within one year from the date of accrual.
- Part-time employees who work 50 percent or greater accrue holiday leave at a proportionate rate.

Inclement Weather Leave

- Covers paid absences for University closings.
- Full-time classified staff are eligible to accrue compensatory leave if they are designated to work during an official University closing or if the same leave is granted for other non-designated staff; the leave is prorated for part-time staff.
- Employees must use this leave within one year from the date of accrual.

Leave Sharing

- Allows full- and part-time employees who participate in the Traditional Sick Leave Plan to donate as well as receive annual leave to continue salary coverage for doctor-certified absences for personal illness, injury, or maternity. Employees who participate in the VSDP may donate annual leave but are not eligible to receive leave share donations, unless their absence is for family-related medical reasons qualified under the Family and Medical Leave Act.
- Employees may request donated leave after exhausting current leave balances and after being placed on leave without pay (LWOP) for at least 10 work days (80 hours). Employees do not accrue annual, sick, or holiday leave while on Leave Share.
- Recipients reimburse donated leave hours if they receive other compensation during the same period (for example, if donated leave hours and workers' compensation benefits are combined) or if abuse occurs.

Note: Forms for donating and requesting annual leave are available on the Human Resources' Forms [web page](#).

Leave Without Pay

- An absence for any reason over 14 consecutive calendar days is considered a leave without pay. An absence without pay under 14 consecutive calendar days is handled as a Dock. Additional information regarding the Dock status may be found in the Leave Reporting and Timekeeping Manual.

- Leave without pay may be granted by the supervisor to accommodate an employee's personal needs (i.e., an extended vacation) if workload and staffing permits.

Military Leave

- Classified staff may use up to 15 days of paid leave each federal fiscal year (October 1 through September 30) for military or reserves training.
- Employees are eligible for regular salary when called to duty for emergency service (time off does not count towards the 15 days of leave for training).
- If called to active duty due to declaration of war, employees are placed on leave without pay from the University.
 - Employees may use accrued annual or holiday leave to continue pay for active military duty. Leave accruals stop after 90 calendar days if employees use paid leave to cover this absence.
 - Following active military duty, employees return to their previous positions or to comparable positions if they make their requests within the timeframes of the Federal Veterans Reemployment Rights statute.
 - Additional details regarding military leave are found on the Human Resources' Leave web page.

Military Bank Leave

- Employees who are members of the organized reserve forces of any of the armed services of the U.S. or of the Virginia National Guard may carry over accrued annual leave into the next leave year (on January 10) without the standard maximum limits. This type of leave can be used only during active military duty.

Predisciplinary Action Leave

- Used to place classified staff on paid leave during the due process period.

Note: This leave does not affect the employee's annual or sick leave balances.

Pre-Layoff Leave

- Used to place classified staff on paid leave for up to 80 hours during the layoff notice period. Please contact Human Resources for assistance.

Recognition Leave

- Leave, not to exceed 5 days per calendar leave year, may be awarded to classified staff under the compensation plan to recognize excellent service, achievements, and contributions.
- Recognition leave expires within twelve months of the date it is awarded.
- Any active unused recognition leave is paid to the employee upon separation or transfer to another state agency.

Workers' Compensation Leave

- For employees in the traditional leave program, workers' compensation benefits and the state supplement provide full salary up to 92 calendar days of disability if a claim is approved. After 92 calendar days, employees may use accrued leave to supplement workers' compensation benefits (66 2/3 percent of salary) or be paid workers' compensation benefits directly by a third-party administrator.
- For employees in the VSDP, there is a seven-calendar-day waiting period to receive workers' compensation disability benefits. Accrued leave must be used for time away from work. Once a claim is approved, VSDP provides up to 125 workdays of supplemental income to the workers' compensation benefit.