

Faculty Leave

Notes

- Twelve-month teaching faculty and administrative and professional faculty (nine- or twelve-month) who work 50 percent or greater accrue **Annual Leave** and **Sick Leave** at the end of each semi-monthly pay period in proportion to the number of hours they work.
- Teaching faculty on 9/10-month contract observe the same **Holidays** as students; they also accrue **Sick Leave at the beginning of each fall and spring semester** but do not accrue **Annual Leave**.
- **Study-Research Leave** and **Educational Leave** are available to eligible faculty seeking to enrich their professional growth and development.
- Eligible faculty qualify for other **leaves of absence** – see next section.
- Faculty 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.
- Faculty earn leave before using it and, when possible, request approval in advance to take it.
- When faculty have a status change (for example, full-time to part-time, part-time to full-time, or 12-month to 9/10-month teaching), the conditions of annual leave and sick leave change, including accruals and payouts. Contact Human Resources for assistance.

T & R = Teaching and Research Faculty

Eligible Faculty

A & P = Administrative and Professional Faculty

9/10-mo. T & R

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Annual Leave



- This leave is earned after each semi-monthly pay period when a faculty member works the entire pay period or has appropriate leave to cover an absence. Faculty use annual leave for vacation, personal business, or after they have exhausted other types of leave.
- Full-time 12-month faculty accrue annual leave at the rate of 8 hours (1 day) each semi-monthly pay period (192 hours annually). Following are the year-end annual leave carry-over limits and maximum payout amounts upon separation for full-time 12-month faculty:

Years Of Service	Maximum Year-End Balance Carryover	Maximum Payment Upon Separation
< 15 years	288 hours	288 hours
15 - 20 years	336 hours	288 hours
> 20 years	384 hours	288 hours

- On January 9 each calendar year, faculty forfeit all unused annual leave hours that exceed the carry-over limits indicated above; there are no exceptions to the faculty carry-over rule. Faculty may donate excess leave hours to the Leave Share Donor Pool.
- Part-time 12-month faculty who work 50 percent or greater accrue and carry-over annual leave at a proportionate rate.
- Twelve-month faculty who are in dock status during a semi-monthly pay period do not accrue annual leave for that pay period.
- VCU pays full-time 12-month faculty for their unused annual leave balances up to 288 hours when they separate employment, except when indicated in their contracts. The University pays part-time 12-month faculty for their unused annual leave balances at a proportionate rate up to the maximum allowed upon separation.

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Traditional Sick Leave Program (TSLP)

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Personal Sick Leave

- This leave is used for personal illness or injury and health-related appointments.
- Full-time 12-month faculty accrue 5 hours of sick leave each semi-monthly pay period; part-time 12-month faculty who work 50 percent or greater accrue sick leave at a proportionate rate.
- Twelve-month faculty who are in dock status during a semi-monthly pay period do not accrue sick leave for that pay period.
- Full-time 9/10-month faculty receive 48 hours (6 days) of sick leave at the beginning of the fall and spring semesters; part-time 9/10-month faculty receive sick leave hours at a proportionate rate. Nine-month faculty record sick leave in 4- or 8-hour increments as appropriate.
- There is no limit to the number of sick leave hours that faculty may accumulate. The University does not pay faculty for their unused sick leave balances when they terminate employment.

Family Sick Leave

An employee 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 leave year, January 10 – January 9 of the following year. (See Family and Medical Leave section for long-term and serious health conditions.)

9/10-mo. T & R

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Virginia Sickness and Disability Program (VSDP)

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

- This leave provides full-time 9/10/12-month faculty who participate in the Virginia Retirement System (VRS) 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;
 - long-term disability income replacement at 60 percent of salary beginning at the end of short-term disability and lasting to the end of disability or normal retirement age (65).
- Faculty may use sick leave for short-term illness or toward the waiting period for short-term disability benefits.
- Faculty 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.
- Faculty accrue leave based on length of service; leave accruals are credited at the beginning of the leave calendar year; balances do not carry over to the next year and are not paid upon separation. Following are the accrual rates for current and new full-time faculty:

Years of Service	Current Faculty Accrual Rate
0 < 5	64 hours annually
5 - 10	72 hours annually
>10	80 hours annually

Employment Date	New Faculty Accrual Rate
January 10 – July 9	64 hours
July 10 – January 9	40 hours

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VSDP Personal and Family Leave (continued)

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Personal and Family Leave

- Faculty may use personal and family leave for absences due to illness, death of a family member, or for other personal needs.
- Faculty do not receive payment for any personal and family leave balance upon separation.
- Faculty 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 accrual rates for current and new full-time faculty:

Accrual Rates for <i>Current</i> Full-Time Faculty	
Years of Service	Accrual Rate
0 < 10	32 hours annually
>10	40 hours annually

Accrual Rates for <i>New</i> Full-Time Faculty	
Employment Date	Accrual Rate
January 10 – July 9	32 hours
July 10 – January 9	16 hours

Note:

- Faculty hired *before* January 1, 1999, had an opportunity to enroll in the VSDP during the initial election period and subsequent election period in 2002. Faculty who participate in the Virginia Retirement System (VRS) may have elected to participate in the VSDP.
- Faculty hired January 1, 1999, *and later* may choose the VSDP if they participate in the VRS.
- Part-time faculty and faculty who participate in the VCU Optional Retirement Plan (ORP) are not eligible to participate in the VSDP.

Impact of Status Change on Annual Leave and Sick Leave

When faculty have a status change (for example, full-time to part-time or part-time to full-time), the conditions of annual leave and sick leave change, including accruals and payouts. For assistance, please refer to the “Status Changes and Effect on Leave” section of the [Leave Types and Guidelines](#) or contact Human Resources.

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Administrative Leave

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This leave covers paid absences for jury duty, court appearances (for example, by summons or subpoena as a witness but not as a defendant), interviews for other positions with the state, and for periods of investigation as approved by Human Resources.

9/10-mo. T & R

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Bone Marrow and Organ Donor Leave (BMOD)

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- This leave provides eligible faculty 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 Bone Marrow and Organ Donor (BMOD) leave.
- This leave does not count toward Family and Medical Leave (FML) usage and it is not part of the Virginia Sickness and Disability Program (VSDP) leave.

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

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- This leave provides faculty (with or without children) with paid leave each calendar 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 12-month faculty. The leave is prorated for part-time 12-month faculty.
- Unused CSL does not carry over at calendar year-end.

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Educational Leave

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- This leave is available to tenured and non-tenured faculty for educational pursuits at one-half pay or without pay, subject to approval by the department chair, school/college dean, and vice president.
- Faculty 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. Faculty 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 faculty who return for a portion of time.
- Faculty 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 faculty take educational leave. Consult Human Resources for assistance.

9/10-mo. T & R

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Family and Medical Leave

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- This leave provides benefits and job protection for eligible faculty with qualifying personal or family serious health conditions under the provisions of the Family and Medical Leave Act (FMLA).
- The faculty member 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 request this leave.
- Depending on the type of Family and Medical Leave (FML) absence, faculty may use annual and/or sick leave to cover this time away from work. Twelve-month faculty also may access 33 percent of their sick leave balance for FMLA family-related reasons. Nine-month faculty do not have access to 33 percent of their sick balance for FMLA family-related illness without prior written approval of the appropriate dean and vice president.
- Faculty may use paid or unpaid leave concurrently or intermittently for up to 12 workweeks (480 hours) in a calendar year. Faculty 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 faculty 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 leave under the Traditional Sick Leave Program (TSLP) and the Virginia Sickness and Disability Program (VSDP), please refer to the [Leave Types and Guidelines](#) or contact Human Resources for assistance.

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Holiday Leave

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- This leave is observed as 12 paid holidays each calendar year.
- Full-time 12-month faculty 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 12-month faculty who work 50 percent or greater accrue holiday leave at a proportionate rate.

Note: Nine/10-month faculty observe the same holidays as students.

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Inclement Weather Leave

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- This leave covers paid absences for University closings.
- Full-time 12-month faculty 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 12-month faculty.
- Faculty must use this leave within one year from the date of accrual.

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Leave Sharing

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- This leave allows full- and part-time 12-month faculty who participate in the Traditional Sick Leave Program (TSLP) to donate as well as receive annual leave to continue salary coverage for doctor-certified absences for personal illness, injury, or maternity. Faculty 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 (FMLA).
- Faculty 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). Faculty 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](#).

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Leave Without Pay for Personal Reasons

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This leave may be granted on a contractual basis with annual approval and renewal by the dean and vice president for faculty and by the president and Board of Visitors for vice presidents.

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Leave Without Pay for Agency Convenience

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This leave is granted to full-time 12-month faculty who change to 9/10-month status.

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Military Leave

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- Faculty may use up to 15 days of paid leave each federal fiscal year (October 1 through September 30) for military or reserves training.
- Faculty 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, faculty are placed on leave without pay from the University.
 - Twelve-month faculty may use accrued annual or holiday leave to continue pay for active military duty. Leave accruals stop after 90 calendar days if faculty use paid leave to cover this absence.
 - Following active military duty, faculty 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.

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Military Bank Leave

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Faculty 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.

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Predisciplinary Action Leave

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- This leave is used to place faculty on leave during the due process period.
- It does not affect the faculty member's annual or sick leave balances.

9/10-mo. T & R

12-mo. T & R and A & P

Study-Research Leave

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- Eligibility criteria are determined by each school or college, subject to approval by the vice president, for tenured faculty to apply for:
 - one-half contract year of leave at regular full-time salary; or
 - one full contract year of leave at one-half regular full-time salary (with remainder of salary supported from non-state or external sources).
- Faculty sign a contract with a commitment to serve in University employment equal to twice the period of leave. Faculty 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 faculty who return for a portion of time.
- Faculty do not accrue annual, sick, or holiday leave while on study-research leave; and the University holds their sick leave balance during this time. Annual and holiday leave balances may be paid or retained when faculty take study-research leave. Consult Human Resources for assistance.

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Workers' Compensation Leave

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- For faculty who participate 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, faculty 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 faculty who participate 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.
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