



CLASSIFIED EMPLOYEE QUICK REFERENCE GUIDE FOR LEAVES OF ABSENCE

- For more detailed information please refer to the Classified Employee Guidebook or call Human Resources at 683-3042.
- Information on this chart is subject to the policies of the Commonwealth of Virginia.
- All leave activity MUST be recorded and submitted on the Leave Activity Reporting Form

TYPE OF LEAVE	DESCRIPTION	LENGTH of SERVICE	LEAVE EARNED	MAXIMUM CARRYOVER LIMIT	MAXIMUM PAYMENT LIMIT	OTHER INFORMATION		SEPARATION TERMS
Annual Leave	Intended use for vacations and other personal reasons.	Up to 5 yrs.	4 hours	192 hours	192 hours	Carried over to the maximum accrual rates for the 12 month period from January 10 through January 9 of the following year.	Part-time classified employees receive leave on a prorated basis.	Unused leave will be paid to the employee up to the maximum payments.
		5-9	5 hours	240 hours	240 hours			
		10-14	6 hours	288 hours	288 hours			
		15-19	7 hours	336 hours	288 hours			
		20-24	8 hours	384 hours	336 hours			
		25 years plus	9 hours	432 hours	336 hours			
Accrual Sick Leave	Use for valid health purposes. Restrictions vary based on immediate family or self.	Hired before January 1, 1999	5 hours per pay period	NO LIMIT to accruing sick leave	Up to 25%, up to maximum of \$5,000	Employee's FAMILY Sick leave is limited to 48 hours per case from January 10 – January 9.	Submit physician's certification for absence as well as return to work authorization.	Unused leave will be paid up to 25%, up to a maximum of \$5,000.
Bone Marrow and Organ Donor Leave	Full-time, non-probationary employee may use up to 30 days leave.	Must have been employed for more than one year (non-probationary).	N/A	N/A	N/A	Hours used do not count toward 12 weeks of FMLA. Must request prior to absence.	Requires medical certification and guarantees return to original position.	N/A
Civil and Work Related Leave (formerly Administrative Leave)	Leave with pay granted during work hours to: serve on a jury; appear in court as a crime victim or a witness under subpoena; interview for positions in other state agencies; participate in resolution of work-related conflicts/employment discrimination; attend work-related administrative hearings.	N/A	N/A	N/A	N/A	Must attach copy of subpoena to leave request form and must have proof from the court of length of time at the trial. Includes reasonable travel time to and from court. Cannot be used if employee is the defendant.	Will be granted for employees meeting with the Commonwealth's Department of Employment Dispute Resolution or Office of Equal Employment Services regarding grievances or other matters.	N/A

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Compensatory Leave	Paid leave as compensation for additional hours worked when the work week does not exceed 40 hours.	N/A	Leave earned at the rate of one hour for each additional hour worked.	N/A	N/A	Must be taken within 12 months from when it is earned.	No accrual limit	Unused leave will be paid to the employee.
Emergency Closings or Inclement Weather	Covers partial or full closings. Provisions for managing leave relating to emergency closings or inclement weather are based on various factors specific to each closing.	N/A	N/A	N/A	N/A	See full policy in Guidelines for Managing Leave.	N/A	N/A
Emergency/ Disaster Leave	80 hours of paid leave to provide emergency services during state or national disaster or for employees who are victims of disasters.	N/A	N/A	N/A	N/A	There must have been an official declaration of disaster by the President or the Governor and Public Officials at the site have requested assistance of the employee.	OR: the employee's home is located in the disaster area and it has suffered sufficient damage so as to be uninhabitable.	N/A

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FMLA	The Family Medical Leave Act (FMLA) requires the University to give eligible employees job protected time off for 12 weeks, paid or unpaid.	Must have been employed for at least 12 months and have worked 1,250 hours prior to the absence.	There is no leave earned nor is this an allotment of leave.	N/A	N/A	Employee should give 30 days notice for leave that is foreseeable. To be paid, employees use sick, annual, personal or other leave.	Intended use for birth, adoption, or foster care of a child, or the serious health condition of the employee or employee's immediate family member.	N/A
Holidays	12 State approved paid holidays per year.	N/A	N/A	N/A	N/A	If employees are on leave without pay status the day before or the day after the holiday, they are ineligible for the paid holiday.		N/A
Leave Sharing	Employees may donate annual leave to classified coworkers to use as sick leave.	N/A	N/A	There is no limit to the amount that may be donated.	N/A	Employees receiving donations must deplete all leave, contact Human Resources and provide medical certification.	Employees enrolled in the VSDP may donate leave and may receive donations to care for family member but not for their own illness.	N/A
Leave Without Pay	Granted in emergency situations when all other leave is depleted or occurs automatically when all leave is depleted.	N/A	N/A	No leave of any type accrues during a pay period in which leave without pay occurs.	N/A	May be unconditional (position held vacant) or conditional (position may be filled).	Health benefit coverage varies based on reason for leave.	N/A

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Military Leave - Reserves	Up to 15 workdays in each federal fiscal year (October 1 through September 30) for federally funded military training duty	N/A	N/A	N/A	N/A	Employee must provide supervisor with completed leave request form and documentation from a responsible military official indicating the dates of the training.	As much advance notice as possible should be given. Military Leave without pay for ACTIVE duty will also be granted.	N/A
Overtime Leave	Non-exempt employee who works more than 40 hours in a work week may receive overtime leave rather than compensation	N/A	At the rate of 1.5 hours for each hour worked in excess of 40.	240 hours	N/A	Report the exact number of hours worked. BANNER will calculate the time and a half. There is no expiration time limit for overtime leave use.	Must not exceed a 240 hour balance.	Unused leave will be paid to the employee.
Public Health Emergency Leave	Purpose of the leave is to protect the health of state employees and the public and to provide continuity of services during times of pandemic illness.	N/A	N/A	N/A	N/A	Applies to all state employees, including faculty and wage employees.	State agencies are required to provide eligible employees with up to 80 hours of paid leave annually when Communicable Disease of Public Health Threat Conditions have been declared by the State Health Commissioner and the Governor.	N/A
Recognition Leave	Up to 5 workdays may be awarded to employees to acknowledge their contributions to the overall objectives of the University.	N/A	N/A	N/A	N/A	Must be taken within 12 months from when it is awarded.	Supervisors must submit appropriate forms to Human Resources per their department's Recognition Policy.	Unused leave will be paid to the employee.

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School Assistance and Volunteer Service Leave	Used to participate in school or community activities.	N/A	16 hours credited on January 10 each calendar year	None	None	Maximum of 16 hours may be used per year	See Classified Employee Guidebook for what constitutes community service. No payout of unused leave.
Workers' Compensation Leave	Employees incapacitated by an injury or illness caused by their job and whose claim has been approved by the insurance carrier shall receive leave with pay to cover their absences.	N/A	N/A	N/A	N/A	Employee must provide a physician's verification that the absence from work was due to the job-related injury or illness. A claim must be filed with Human Resources at the time of injury or onset of illness.	Numerous other conditions and procedures apply. Call Human Resources for additional information and assistance. N/A

TYPE OF LEAVE	DESCRIPTION	EFFECTIVE DATE	HOURS CREDITED			OTHER INFORMATION	SEPARATION TERMS	
Virginia Sickness and Disability Program	Provides long and short -term disability coverage for an extended illness or injury and sick leave use for valid health purposes plus personal leave.	Mandatory if hired on or after January 1, 1999; was optional for employees hired prior to January 1, 1999	Months of Service	Sick leave hours credited	Family & Personal Leave hours credited	Credited on January 10 th each calendar year. No carryover from year to year.	Incorporates sick leave and family and personal leave. For part-time and new employee information, see Classified Employee Guidebook.	No payout of either unused sick or personal leave.
			Less than 60	64 hrs /8 days	32 hrs/4 days			
			60-119	72 hrs /9 days	32 hrs/4 days			
			120 plus	80 hrs /10 days	40 hrs/5 days			