DEPARTMENT OF
FACULTY LEAVE
HUMAN RESOURCES
GENERAL INFORMATION


Leave report 10\textsuperscript{th} of each month.

The leave reporting system can be found at
GENERAL INFORMATION (CONTINUED)

Part-time employees earn leave proportionate to the percentage of time they work.
ANNUAL LEAVE (VACATION) – ACADEMIC YEAR TEACHING FACULTY

Do not earn annual leave
ANNUAL LEAVE (VACATION) – CALENDAR YEAR APPOINTMENTS

- Eight hours every pay period.
- 24 days per year.
- Employees can carry over 288 hours per year.
ANNUAL LEAVE (VACATION) - RESTRICTED FACULTY

No payout when leaving the university.
FACULTY SICK LEAVE – REGULAR APPOINTMENT

- Upon hire, 1,040 hours of personal sick leave given.
- Hours rapidly re-accrue after use.
- 80 hours of the 1,040 can be used for family sick leave each leave year.
FACULTY SICK LEAVE – RESTRICTED APPOINTMENT

- Accrue five hours sick leave per pay period.
- Equates to:
  - 15 days for calendar year appointment.
  - 11.25 days for academic year appointment.
- Up to 80 hours of accrued leave can be used for family sick leave.
- No maximum carry over of unused sick leave from year to year.
FACULTY SICK LEAVE – RESTRICTED APPOINTMENT (CONTINUED)

- Short term disability plan.
- Standard Insurance Company.
- Seven day waiting period.
- 60 percent of salary for six months.
- Employer paid benefit.
FACULTY SICK LEAVE – REGULAR AND RESTRICTED (PART 1)

No payout when leaving the university.
FACULTY SICK LEAVE – REGULAR AND RESTRICTED (PART 2)

Long Term Disability (LTD).

Standard Insurance Company.

Premiums paid by employee.
Employee pays the premium.

- .26% of the monthly wage base.

Income Benefit: .17%.

Annuity Benefit: .09%.

For $3,000 of salary = LTD premium is $7.80.
FACULTY SICK LEAVE – REGULAR AND RESTRICTED (PART 4)

Long Term Disability (LTD)

- Income Benefit:
  - Six month waiting period.
  - 60 percent of salary – Not Taxed.
  - Maximum benefit of $15,000 per month.
  - Benefit is offset by Social Security but Standard will guarantee a $100 per month benefit.

- Annuity Benefit:
  - Percentage of pre-disability base salary is deposited into a TIAA-CREF retirement account on employee’s behalf (Plan 1: 10.4%  /  Plan 2: 8.5%).
REVIEW OF SICK LEAVE OPTIONS (PART 1)

Enrolled in an Optional Retirement Plan?

- Will be placed in the Faculty Sick Leave Plan with the Standard Long Term Disability Plan.
- Regular employee: 1,040 hours sick leave.
- Restricted employee: Accrue five hours per pay period.
REVIEW OF SICK LEAVE OPTIONS (PART 2)

Enrolled in the Virginia Retirement System?

- Choice of Faculty Sick Leave Plan or VSDP.
- Compare Faculty Plan to VSDP.
- VSDP has a 1 year waiting period for both short & long term disability.
MILITARY LEAVE

- Granted for active or reserve duty, summer camps, or training.
- Provides 15 days per year, with one additional day for a physical.
- Must provide a copy of orders to supervisor.
CIVIL AND ADMINISTRATIVE LEAVE

Leave provided for:

- Jury Duty.
- Summons or subpoena to appear as a witness in court (not for civil proceedings or as a defendant in criminal proceedings).
- Interview with another state agency.

Requires prior approval and documentation.
FAMILY AND MEDICAL LEAVE ACT (PART 1)

Federal legislation that requires employers to provide up to 12 weeks unpaid leave for:

- Birth or adoption of a child.
- Serious health condition of employee.
- Serious health condition of family member.
- Additional leave for military family leave.
FAMILY AND MEDICAL LEAVE ACT (PART 2)

- Available to all employees, regardless of sick leave plan.
- Must have worked for Virginia Tech for one year (1,250 hours in previous 12 months).
FACULTY HOLIDAYS

- New Year’s Day.
- Martin Luther King Jr. Day.
- Memorial Day.
- Independence Day.
- Thanksgiving Day (& half day prior to Thanksgiving).
- December 24.
- December 25.

Other days as designated by the Governor.
2015 WINTER CLOSING

- University will be closed between Christmas & New Years Day.
- Employees will be expected to use four vacation days.
- Department policies may vary.
AUTHORIZED CLOSINGS (PART 1)

Emergency/Essential Employees.

- Find out from your department if you are considered an emergency or essential employee.
- If considered emergency or essential personnel leave earned equals the number of hours worked and can be used at a later date.
AUTHORIZED CLOSINGS (PART 2)

- Official notifications.
  - Virginia Tech Homepage: [www.vt.edu](http://www.vt.edu).
  - Emails to all vt.edu accounts.
  - Weather hotline – 231-6668.
  - University Switchboard 231-6000.
  - VT Phone Alerts.
  - VT Desktop Alerts.