DEPARTMENT OF
STAFF LEAVE
HUMAN RESOURCES
GENERAL INFORMATION

- Employee’s supervisor will advise how leave is reported for their department.
  - Online leave reporting or paper form.
- Part-time eligible employees earn leave proportionate to the percentage of time they work.
ANNUAL LEAVE

- Annual leave is used for paid time off, including vacations.
- This leave may be carried over from year to year.
- This leave may be paid out upon termination, up to the allowable maximums.
- Leave is accrued every pay period, requires prior approval from a supervisor to use, and may not be used before earned.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Earned Leave/ per pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 5</td>
<td>4 hours</td>
</tr>
<tr>
<td>5 – 10</td>
<td>5 hours</td>
</tr>
<tr>
<td>10 – 15</td>
<td>6 hours</td>
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<tr>
<td>15 – 20</td>
<td>7 hours</td>
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<tr>
<td>20 – 25</td>
<td>8 hours</td>
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<tr>
<td>25 or more</td>
<td>9 hours</td>
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</table>
ANNUAL LEAVE CREDIT

For employees transferring from or have previously worked for a state agency in a salaried position:

- May receive credit toward the calculation of annual leave hours.
- This will be researched by Human Resources.
VIRGINIA SICKNESS AND DISABILITY PROGRAM (VSDP)

This includes:

- Family and personal leave.
  - For spouses and dependents’ illnesses, injuries, medical appointments, or for personal use.

- Sick leave.
  - For personal illness, injury, or medical appointments.

- Short term disability – one year waiting period.

- Long term disability – one year waiting period (must have also completed six months of short term disability).
VSDP

Employees hired January 10 through July 9 receive:
- Eight workdays (64 hours) of sick leave.
- Four workdays (32 hours of family/personal leave).

Employees hired July 10 through January 9 receive:
- Five workdays (40 hours) of sick leave.
- Four workdays (32 hours) of family/personal leave.

Unused Hours:
- Are not carried over into the next leave year.
- Are not paid out when you leave Virginia Tech.
Is an income replacement benefit.

- Depending on length of service, the employee receive a paycheck (full or prorated) and benefits will continue.

- There is a one year waiting period.

- Contact supervisor:
  - If placed on long term sick leave by a physician (including childbirth/maternity) to advise of the approximate length of absence.

- Reed Group administers the disability program.

- Claims are initiated through Reed Group.
LONG TERM DISABILITY

- If unable to return to work after six months of short term disability, employee will go on long term disability.
- Employee will receive 60 percent of salary until they return to work or turn age 65.
- Once on long term disability, employee is considered inactive on the VT payroll.
- Position can now be filled by department.
FAIR LABOR STANDARDS ACT (FLSA)

Indicates if an employee is eligible for overtime pay.

- Non-exempt: eligible for overtime.
- Exempt: not eligible for overtime.

Employees in non-exempt positions compensated at time-and-one half rate for all hours physically worked over 40 in the work week.
FAMILY AND MEDICAL LEAVE ACT

Federal legislation that requires employers 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.

Eligible employees:
- Must have worked one year.
- Must have worked 1250 hours in previous 12 months.
- Must have a physician certification or other supporting documentation.
STATE HOLIDAYS

- New Year’s Day - January 1.
- Lee Jackson Day (university open) – Friday before the Third Monday in January.
- President’s Day (university open) – Third Monday in February.
- Memorial Day – Last Monday in May.
- Labor Day (university open) – First Monday in September.
- Columbus Day (university open) – Second Monday in October.
- Veteran’s Day (university open) – November 11.
- Thanksgiving Day – Fourth Thursday in November.
- Friday after Thanksgiving Day.
- Christmas Day – December 25.
- Other days as designated by the governor.
STAFF HOLIDAYS

- Employees will earn compensatory time if they work on a staff holiday (those indicated as “open”).
- Employees must coordinate with supervisor if they are able to work or take off on a staff holiday.
- Employees may not work on a faculty/staff holiday without supervisor’s approval as the university is closed on those days.
- Compensatory time earned must be used within one year from the date earned.
WINTER CLOSING

The university is closed on the days between Christmas and New Year’s Day.

Employees are required to use accrued annual, compensatory, or family/personal leave for days not designated as a holiday.

Employees do not earn compensatory time by working on days not designated as a holiday.
LEAVE WITHOUT PAY

- Employee may request approval for leave without pay for personal reasons.
- Employee does not earn leave while on leave without pay.
- Employee does not earn holiday pay if on leave without pay for any part of the day before or the day after the holiday.
- Benefits, such as health insurance, may be affected.
SCHOOL ASSISTANCE AND VOLUNTEER LEAVE

- Employees receive sixteen hours of community service leave each year to provide volunteer services through non-profit organizations.
- Staff who are members of a volunteer fire or rescue squad department are granted an additional eight hours to be used exclusively for the purpose of providing firefighting and rescue services.
- Prior supervisor approval is required, subject to denial.
- Supervisor may require written verification.
- Cannot carry over or be paid for unused hours.
DONATE BONE MARROW OR ORGANS

- Eligible employees receive up to 30 workdays of paid leave in any calendar year, to donate bone marrow or organs.
- Employees must provide their supervisor with advanced notice of use of leave.
- Employees must submit medical certification, indicating expected duration of leave, to Human Resources prior to approval of leave.
MILITARY LEAVE

- This leave is granted for active or reserve duty, summer camps, or training.
- Operates on the federal fiscal year.
  - October 1–September 30.
- Gives 15 days per year, with one additional day for a physical.
- Employee will need to provide a copy of orders to supervisor.
AUTHORIZED CLOSINGS

Emergency/Essential Employees

- Position description will advise if employee is considered an emergency/essential personnel.
- Those considered emergency/essential personnel that work during authorized closing will earn leave the equivalent number of hours worked to use at a later date with supervisor approval.

Official Notifications:

- University operator – 540-231-6000.
- WVTF-FM Radio 89.1 or 91.9.
- University Website.
- VT Alerts.
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).
- Serve on an interview panel at other state agencies or to interview for other state jobs.
- Requires prior approval from a supervisor and documentation must be provided to your department.
REMINDER

- Leave year goes from January 10 – January 9.
- Using annual, compensatory, or family personal leave requires prior approval from your supervisor.
- Any compensatory leave expires one year after it is earned to include: holidays, authorized closings, straight-time overtime and recognition leave.