Faculty Leave
General Information

- Leave Year runs January 10 – January 9
- Leave Report runs monthly, starting from the 10th of each month
  - Calendar Year Appointments: submit monthly
  - Academic Year Appointments: submit annually
- Part-time employees accrue leave proportionate to the percentage of time worked
- Leave Representatives at your department can assist with specific questions and processing leave
- Leave Team in Human Resources:
  - hrleave@vt.edu
  - www.hr.vt.edu/benefits/leave.html
Annual Leave - Calendar Year Appointments

- Regular Faculty
  - Accrue eight hours every pay period – 24 days per year
  - Employees can carry over 288 hours per year
  - Payout limit upon leaving the university is 288 hours

- Restricted Faculty
  - Accrue eight hours every pay period – 24 days per year
  - Employees can carry over 288 hours per year
  - No payout when leaving the university
Annual Leave- Academic Year Appointments

- No annual leave
  - One exception: Administrative professional regular appointments accrue eight hours per pay period during August 10 – May 9.
Short Term Sick Leave for Regular Faculty

- Twenty-six weeks (1,040 hours) of personal sick leave upon hire
- If used, sick leave is accrued at the rate of one week of sick leave for two weeks of full-time work (maximum of 26 weeks)
- Ten days (80 hours) of the personal sick leave can be used for family sick leave each leave year
- No payout when leaving the university
Short Term Sick Leave for Restricted Faculty

- Five hours of sick leave accrued per pay period, which equals
  - Fifteen days per year for calendar year appointment
  - 11.25 days for academic year appointment
- Eighty hours of the accrued personal sick leave can be used for family sick leave
- No maximum accrual limits
- No payout when leaving the university
- Also offered: short-term disability
  - Provided and paid for by Virginia Tech
  - The Standard Insurance Company
  - 7-day waiting period, then 60 percent of regular salary for up to six months
Long Term Sick Leave for Regular and Restricted Faculty

- **Long Term Disability**
  - Mandatory
  - The Standard Insurance Company
  - Premiums paid for by the employee: .26 percent of the monthly wage base
    - .17 percent Income
    - .09 percent Annuity
  - Terms:
    - Six-month waiting period
    - 60 percent of salary up to a maximum of $15,000 per month – not taxed, but offset by Social Security
    - Annuity Benefit of pre-disability base salary is deposited into a TIAA-CREF retirement account on employee’s behalf (Plan 1: 10.4 percent / Plan 2: 8.5 percent)
General Information on Other Types of Leave

- **Military Leave**
  - Granted for active or reserve duty, summer camps, or training
  - Fifteen days per year and one day for physical
- **Civil & Administrative Leave**
  - **Jury Duty**
  - Summons or Subpoena to appear as a witness
  - Interview with another state agency
Family and Medical Leave Act (FMLA)

- 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
- Available to all employees who have worked for Virginia Tech for one year (at least 1,250 hours in previous 12 months)
Faculty Holidays

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (and half day before and full day after)
- December 25
- And any other days designated by the Governor
Winter Closing

- University is closed between December 25 and January 1 each year
- Departmental policies may vary
- Employees are expected to use annual leave
Authorized Closings

- Official notifications:
  - Emails to vt.edu accounts
  - VT Alerts
  - Virginia Tech home page
  - Switchboard 540-231-6000
  - Weather Line 540-231-6668
  - Phone alerts
  - Desktop alerts

- Emergency/Essential Personnel
  - Find out from your department if you are considered emergency or essential
  - Leave earned equals number of hours worked