Staff Leave
General Information

- Employee’s supervisor will advise how leave is reported for their department.
  - Online leave reporting or paper form.
  - Packets on back table for exempt & non-exempt.
- 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>
</tr>
<tr>
<td>15 – 20</td>
<td>7 hours</td>
</tr>
<tr>
<td>20 – 25</td>
<td>8 hours</td>
</tr>
<tr>
<td>25 or more</td>
<td>9 hours</td>
</tr>
</tbody>
</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.
- Form on back table.
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 work days (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.
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 are compensated at time-and-one-half rate for all hours physically worked over 40 in the work week.
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.
- 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– 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.
- 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.
Leave Without Pay

- 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

- 16 hours per leave year
- Staff who are members of a volunteer fire or rescue squad department are granted an additional 8 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.
Civil and Administrative Leave

Examples:

- 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.
Authorized Closing

- **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.
  - www.vt.edu/status.
  - VT Alerts.
Reminders

› Leave year runs 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.
Contact Information

› Human Resources Office
› Attn: Leave
› 300 Turner Street, NW Suite 2300
› Blacksburg, VA 24061
› Mail Code: 0318
› hrleave@vt.edu