

State policy information can be obtained from the Department of Human Resources:

<http://www.dhrm.virginia.gov/hrpolicies>.

The UMW Tuition Assistance Policy is available here:

<http://adminfinance.umw.edu/hr/benefits/benefits-forms/tuition-assistance>.

**Policy Number: 4.05 - Civil and Work-Related Leave**

Eff. Date: 9/16/93 - Rev. Date: 6/10/07

Application: *Covered employees.*

**PURPOSE**

This policy provides guidelines to agencies for granting paid and/or unpaid leave time to employees who are performing certain civic duties, and to employees who are participating in the formal resolution of workplace conflicts and certain other work-related activities.

**Policy Number: 4.17 - Emergency Disaster Leave**

Eff. Date: 9/25/03

Application: *Full-time and part-time classified employees.*

**PURPOSE**

This policy permits agencies to grant up to 80 hours of paid leave annually to qualifying employees who are called away from their regular jobs to provide specific kinds of emergency services during defined times of state and/or national disaster. This policy also permits agencies to grant up to 80 hours of paid leave annually to employees who are victims of disasters that meet the criteria specified in this policy.

**Policy Number: 4.37 - Leave To Donate Bone Marrow or Organs**

Eff. Date: 7/01/01

Application: *Full-time classified non-probationary employees and "at will" employees*

**PURPOSE**

This policy authorizes eligible employees to use up to 30 workdays of paid leave in any calendar year, in addition to other paid leave, to donate bone marrow or organs.

**Policy Number: 4.50 - Military Leave**

Eff. Date: 9/16/93 Rev. Date: 7/10/04

Application: *Classified employees.*

**PURPOSE**

Permits employees to take military leave, with or without pay, for active duty in the armed services of the United States, and permits employees who are former and inactive members of the armed services, or current members of the reserve forces of any of the United States' armed services, or of the Commonwealth's militia, or the National Defense Executive Reserve to take military leave in accordance with federal and state law. Provides continued salary for employees in the Commonwealth's Militia called up by the Governor to respond to natural or man-made disasters.

**Policy Number: 4.52—Public Health Emergency Leave**

**Eff.** Date: 6/10/07 Rev. Date: 10/07/14

*Application: All state employees, including employees of agencies exempt from coverage of the Virginia Personnel Act and, as noted, wage employees.*

**PURPOSE**

It is the policy of the Commonwealth to protect the health of state employees and the public and to provide continuity of services to the citizens of the Commonwealth during times of pandemic illness.

**Educational Leave—UMW Tuition Assistance Policy**

<http://adminfinance.umw.edu/hr/benefits/benefits-forms/tuition-assistance/>

*Application: Classified, Wage, Administrative Faculty, Professional Faculty, and other non-faculty part time employees*

**PURPOSE**

It is expected that employees will make every effort to schedule courses before or after the workday. When courses must be taken during the workday, full-time employees may request up to four hours per week for actual class time (on-the-job time to attend class). This release time does not include travel time to and from class. Release time is at the discretion of the immediate supervisor and appropriate vice president. At no time will the granting of release time be allowed to interfere with the proper completion of the employee's daily assigned duties. At the discretion of the immediate supervisor, employees who request to take courses during the workday may be allowed, as operations permit, to adjust their work hours to fulfill their normal work hours per week. Schedule adjustments should be recorded in MyTime. The supervisor will submit a request to the Payroll Office for ETA leave to be granted to the employee. The employee will use the ETA leave when attending class.