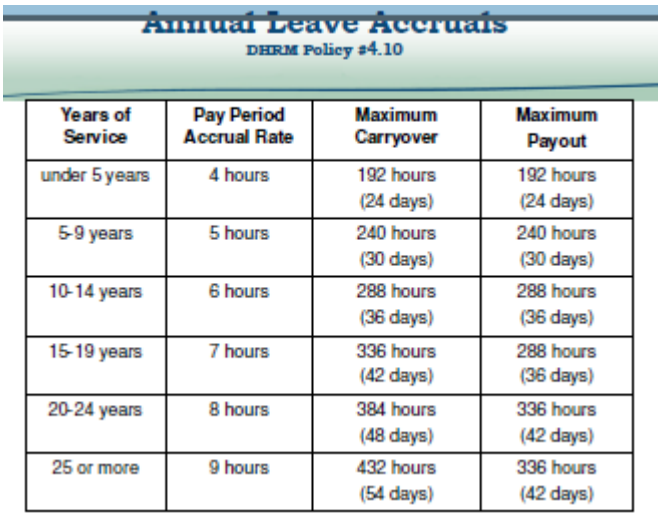


Leave Type	Definition and Use
<b>Civil and Work Related</b>	<p>Reasonable Civil Leave is granted when required by summons to appear for jury duty; to appear as a crime victim or witness in a court proceeding or deposition as compelled by a subpoena or summons; to accompany an employee’s minor child when the child is legally required to appear in court; to serve as an officer of election; to serve as a member of state council or board.</p> <p>Civil leave is not granted when an employee is a defendant in a criminal matter that is either an alleged misdemeanor or felony; has received a summons to appear in traffic court except as a witness; or who is a party to a civil case as either plaintiff or defendant or has a personal or familial interest in the proceedings.</p> <p>Work-Related Leave may be granted for absences during scheduled work hours to: interview for other positions with the state; participate in resolution of work-related conflicts or complaints of employment discrimination; attend work-related administrative hearings as a party or witness; attend one initial session at DHRM’s Career Center and one subsequent visit per leave year thereafter;</p>
<b>Annual Leave</b> See Figure 1	<p>Paid time off that is available for personal use as approved by management.</p> <p>Classified : Accrual rates and carry over limits vary based on years of service and leave is accrue for each full pay period worked. Annual leave is paid out upon separation according to years of service and maximum pay out</p> <p>A/P Faculty: Grants vary based on years of service. No Carry over from year to year</p>

Figure 1:



**Annual Leave Accruals**  
DHRM Policy #4.10

Years of Service	Pay Period Accrual Rate	Maximum Carryover	Maximum Payout
under 5 years	4 hours	192 hours (24 days)	192 hours (24 days)
5-9 years	5 hours	240 hours (30 days)	240 hours (30 days)
10-14 years	6 hours	288 hours (36 days)	288 hours (36 days)
15-19 years	7 hours	336 hours (42 days)	288 hours (36 days)
20-24 years	8 hours	384 hours (48 days)	336 hours (42 days)
25 or more	9 hours	432 hours (54 days)	336 hours (42 days)

<p><b>Emergency Disaster Leave</b></p> <ul style="list-style-type: none"> <li>• Volunteer (possess specialized skills or called to help)</li> <li>• Victim (Primary residence uninhabitable or declared by Recognized Authority)</li> </ul>	<p>Provides up to 80 hours of paid leave annually to:</p> <p>1) employees who are called away from their regular jobs and asked to volunteer to provide specific kinds of emergency services during defined times of state and/or national disasters; Employee must provide documentation as quickly as possible to support their request for this leave. or</p> <p>2) to an employee who has sustained severe or catastrophic damage to or loss of his or her primary personal residence, or has been ordered to evacuate that residence, as a result of a natural or man-made emergency or disaster. Must be authorized by designee (typically HR Manager) Employee provides documentation to verify the damage may be required.</p>
<p><b>Family and Medical Leave</b></p> <ul style="list-style-type: none"> <li>• Employee - FME</li> <li>• Family Member - FMF</li> <li>• Military</li> </ul>	<p>Provides employees up to 12 weeks (480 hours) of paid or unpaid Family or Medical Leave (FML) for birth of a child, placement of a child with the employee for adoption or foster care, to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee’s own serious health condition results in inability to their perform job.</p> <p>FML can not be used for funerals. Minor illnesses such as colds or flu ordinarily do not qualify.</p> <p>Provides up to 26 weeks for qualifying reason arising out of the covered active duty status of a military member who is the employee’s spouse, son, daughter, or parent (qualifying exigency leave)</p> <p>Or</p> <p>To care for a covered service member with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the covered service member (military caregiver leave)</p> <p>Eligibility requirements: Employed for one year and worked productive 1250 hours worked over previous twelve months. Employee must request FML and be approved by HR prior to use.</p>
<p><b>Leave Sharing/Donation</b></p>	<p>Leave Sharing allows employees to give annual leave hours to other employees who have exhausted their own leave accruals and who are dealing with a personal or family illness or injury. Recipients will not accrue leave while receiving pay through leave share donations.</p> <p><b>Traditional or University Sick Plan</b> – Permits employees who are in leave without pay status due to their own illness to receive income by using annual leave hours donated to them by other employees.</p>

	<p><b>Traditional Sick Plan or University Sick Leave or VSDP</b> – permits employees who experience leave without pay due to a family member’s illness for which the employee is using Family and Medical Leave (FMLF) to receive income through donated annual leave.</p> <p>A/P Faculty may donate their sick leave</p> <p>VSDP participants are only eligible to receive shared leave for a qualifying family member not for their own medical condition</p>
<p><b>Leave to Donate Bone Marrow or Organs</b></p>	<p>Provides up to 30 work days of paid leave in a calendar year to non-probationary employees who donate bone marrow or an organ.</p> <p>Covers the period medically necessary for donation and recuperation.</p>
<p><b>Community Service Leave</b></p> <ul style="list-style-type: none"> <li>• Volunteer Service</li> <li>• School Assistance</li> </ul>	<p>Up to 16 hours of paid leave per leave year to provide:</p> <p>voluntary services through eligible non-profit organizations within or outside the employees’ community in which they live or work. Also may be used for school assistance for parents to meet with teachers, school administrators, or to participate in school functions at a preschool, elementary, middle, or high schools.</p> <p>As of 7-1-2009, volunteer fire fighters receive an additional 8 hours of Community Service Leave</p>
<p><b>Leave Without Pay (LWOP)</b></p> <ul style="list-style-type: none"> <li>• Unconditional (reinstatement to the pre-leave position is guaranteed) or</li> <li>• Conditional (reinstatement will occur only if the pre-leave position remains available)</li> </ul>	<p>In certain situations, employees may ask for or need to be placed in a Leave Without Pay (LWOP) status. This status preserves some benefits of employment and permits reinstatement of other benefits if the employee returns to paid status. LWOP does not separate an employee from state service, and benefits may be affected, especially if the period of LWOP is greater than 14 days. In order to avoid unintentional LWOP, an employee should learn to manage their paid leave carefully. Please notify HR &amp; Payroll when an employee is on LWOP. If any LWOP occurs in the pay period no leave will accrue for that pay period.</p>
<p><b>Military Leave</b></p>	<p>Provides up to 15 days of paid leave per federal fiscal year to active members of the armed forces and reserves when orders are received for duty or training.</p>
<p><b>Military Physical</b></p>	<p>Up to 8 hours of paid leave per federal fiscal year for active military personnel to receive a physical exam before or after deployment</p>

<b>Military Disaster</b>	Leave with pay when the Governor calls the military to active duty to respond to a natural or man-made disaster. This is and is treated separately from the 15 days of military leave.
<b>Traditional Sick Leave</b>	<p>Applies to classified employees hired before January 1, 1999 who chose not to participate in VSDP.</p> <p>Provides employees with 5 hours of paid leave each pay period to be used for reasons related to their own health care. In additional employees may use up to 48 hours per leave year for illnesses or death of an immediate family member. Up to 33% of available balance may be used for approved Family and Medical Leave reasons (FMF). HR grants approval and hours. Unused balances carry forward each leave year. Employees with 5 or more years of continuous service may be paid for 25% of their sick leave balance up to \$5,000 upon separation</p>
<b>University Sick Leave for A/P Faculty</b>	A/P Faculty is granted 15 workdays of sick leave per year in a lump sum on June 25. Those with contracts beginning during the year will be granted a pro-rated amount of leave. Sick leave is available to all A/P Faculty who hold full-time positions (with appointment of 12 months) for the following purposes: doctor appointments, illness, injury to either the A/P Faculty member or a member of his or her immediate family or a death in the family. Up to 10 days for immediate family member. Sick leave can be carried over from one year to the next, up to a maximum of 130 workdays. There is no pay for unused sick leave at the time of separation.
<b>VSDP – Virginia Sickness and Disability Program</b>  Family Personal <ul style="list-style-type: none"> <li>• Less than 10 years – 32 hours</li> <li>• 10 or more years – 40 hours</li> <li>• Hired or rehired after 7/10 – 16 hours</li> </ul> Sick Leave <ul style="list-style-type: none"> <li>• Less than 5 years – 64 hours</li> <li>• 5 – 9 years – 72 hours</li> </ul>	<p>All classified employees hired or rehired after January 1, 1999, are automatically enrolled in this leave program. Other classified employees hired prior to 1999 may have opted in VSDP and A/P Faculty may have elected participation. Employees hired or rehired on July 10 or after will receive pro-rated leave balances. Hours are based on years of service as of January 10 each year. Unused leave balances do not carry over at the end of the leave year and there is no payout for this leave.</p> <p>VSDP family personal leave is paid time off for family reasons, or other personal reasons.</p> <p>VSDP sick leave provides employees with paid leave from work for reasons related to their own health including illness, injury, pregnancy, and doctor visit when STD benefits are not being paid. Up to 33% of available balance may be used for approved Family and Medical Leave</p>

<ul style="list-style-type: none"> <li>• 10 or more years – 80 hours</li> <li>• Hired or rehired after 7/10 – 40 hours</li> </ul> <p>Short Term Disability – See Figures 2 &amp; 3</p>	<p>Act (FMLA) reasons and requires an approved FMLA through Human Resources prior to use.</p> <p>Benefits for employees enrolled in VSDP who become disabled and cannot work. Medical absences due to pregnancy are also covered. STD commences upon the expiration of a 7 day waiting period, provides replacement income for a maximum of 125 work days at benefit levels of 100%, 80%, or 60% for defined periods of time based on total months of service.</p> <p>Employees hired or rehired on or after 7/1/2009, must complete 1 year of continuous state service to be eligible for short term disability benefits under VSDP</p>
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Figure 2: Hired or Re-hired prior to July 1, 2009

Months of Service / Work Days	at 100%	at 80%	at 60%
Less than 60	5	20	100
60 – 119	25	25	75
120 – 179	25	50	50
180	25	75	25

Figure 3: Hired or Re-hired after July 1, 2009

Months of Service / Work Days	at 100%	at 80%	at 60%
1 – 12	0	0	0
13 – 59	0	0	125
60 – 119	25	25	75
120 – 179	25	50	50
180	25	75	25

<p><b>VSDP Long Term Disability while Working</b></p>	<p>Permits employees who are performing a Transitional Work Assignment (TWA) during Short Term Disability (STD) to transition into LTD-Working status when they reach the maximum period of STD and continue to work 20 or more hours per week.</p> <p>During LTD-Working status the employee remains eligible for LTD benefits</p>
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<p><b>Workers' Compensation</b></p>	<p>Leave is granted when Third Party Administrator approves a work related accident or illness claim.</p> <p>Workers' Comp leave and other benefits are handled slightly differently depending on whether the employee is in VSDP or the traditional sick leave program.</p> <p>Leave is also granted if the employee seeks medical treatment on the day of injury.</p>
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<p><b>Overtime Earned/Taken</b></p>	<p>Provides compensating nonexempt employees when they physical work more than 40 hours in a workweek. Leave earned by non-exempt employees working over 40 hours in a workweek at 1 ½ rate. Agreement Form required with annual election in June of each year. Refer to Policy E.3.2</p>
<p><b>Compensatory Time</b></p>	<p>Paid leave provided to eligible non-exempt employees in lieu of direct compensation for additional hours worked during a work week, having worked on an official office closing day, holiday, or scheduled day off. Hours worked that result in compensatory leave earned must be approved in advance in writing. Leave is earned at an hour for hour rate.</p> <p>Leave expires one year from the date earned. There is a payout upon separation</p>
<p><b>Employee Recognition</b></p>	<p>Managers may give up to 16 hours of paid leave per calendar year as a form of recognition to acknowledge an employee's contribution to the overall objectives of the agency. Leave expires one year from the date given</p>
<p><b>Pre-Disciplinary Leave</b></p> <ul style="list-style-type: none"> <li>• PD1</li> <li>• PD2</li> </ul>	<p>Paid leave limited to five workdays per incident. Used to immediately remove an employee from the workplace where it is determined he/she may be harmful to themselves or others; makes it impossible for the agency to conduct business; or may constitute negligence in regard to the agency's duties to the public and/or other employees.</p> <p>This leave may also be used to provide pay to the employee while the agency is providing necessary due process if employee is not on suspension pending investigation.</p>