Faculty Leave
• 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
• 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: .228 percent of salary
    - .148 percent income
    - .08 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 based salary is deposited into a TIAA 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 a 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 employer 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
  - Any other days designated by Governor
• University is closed between December 25 and January 1 each year
• 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
Welcome!

- Good Resources

Leave

- Your Leave Representative in your Department
- Human Resources Leave Team: hrleave@vt.edu
- http://www.hr.vt.edu/benefits/leave.html