

Faculty Leave

Welcome! >



■ 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
- 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

- Accrue eight hours every pay period – 24 days per year
- Employees can carry over 288 hours per year
- Part-time employees accrue leave proportionate to the percentage of time worked
- Payout Limits when separating from the university:
 - Regular Faculty – Payout limit is 288 hours
 - Restricted Faculty – No payout
- Please reach out if you have prior state service

■ 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, once you return, then sick leave will begin to earn back up to the 1040 hours
- Ten days (80 hours) of the personal sick leave can be used for family sick leave each leave year – Family Sick Leave
- No payout when separating from 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 – Family Sick Leave
- No maximum accrual limits
- No payout when separating from 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 (MIL)
 - Granted for active or reserve duty, summer camps, or training
 - Fifteen days per year and one day for a physical
- Civil & Administrative Leave (ADM)
 - 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 and worked at least 1,250 hours in previous 12 months Central HR Leave Team can assist – hrleave@vt.edu

■ Paid Parental Leave

- Used for the birth, adoption, foster, or custodial placement of a child, and is available up to 6 months from date of event
- 320 hours of leave – 8 weeks (prorated if employee does not work 40 hours per week)
- Can be used in addition to sick leave, FMLA, and short-term disability
- Available to employees employed by the Commonwealth of Virginia for 12 consecutive months and FMLA eligible
- Central HR Leave Team can assist – hrleave@vt.edu

■ Faculty Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day (and half day before and full day after)
- December 25
- Any other days designated by Governor

■ Winter Closing

- University is closed between December 25 and January 1 each year
 - These dates can vary depending on when the holidays fall each year
- Employees are expected to use annual leave for work days that aren't holidays

■ 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
- Employees with Telework agreements will be required to work from home during an Authorized closing
 - This will be considered regular time worked, not comp time will be earned