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
• 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
• 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 - Calendar Year Appointments
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 or 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

- Authorized Closings