

# Staff Leave Benefits

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## ■ General Information

- Leave year runs January 10 – January 9.
- Your supervisor or leave representative will advise how leave is reported for your department.
  - Online leave reporting or paper form
  - Instructional packets are on back table for exempt & non-exempt employees
- Part-time eligible employees earn leave proportionate to the percentage of time worked.
- Leave Team in Human Resources:
  - [hrleave@vt.edu](mailto:hrleave@vt.edu)
  - [www.hr.vt.edu/benefits/leave.html](http://www.hr.vt.edu/benefits/leave.html)

## ■ General Information

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- Probationary Period Extensions for 6 month or 12 month review dates
- If you are on an approved Short-term disability or in a Leave Without Pay status for more than 14 consecutive days during your first 12 months of employment, your probationary period will be extended by the length of time equivalent of the employee's absence.
- The employee and supervisor will be notified in writing by the Leave program that the probationary period has been extended.

## ■ Annual Leave

- Annual leave is used for paid time off, including vacations.
- Annual leave may be carried over from year to year, up to maximum carry over amounts
- Annual leave may be paid out upon termination, up to the allowable maximums.
- Leave is accrued every pay period, requires prior approval from a supervisor to use, and may not be used before earned.

YEARS OF SERVICE	HOURS EARNED PER PAY PERIOD	HOURS ACCRUED PER YEAR	MAXIMUM CARRY OVER*	MAXIMUM PAYOUT LIMIT
0-5	4 hours	96 hours	192 hours	192 hours
5-10	5 hours	120 hours	240 hours	240 hours
10-15	6 hours	144 hours	288 hours	288 hours
15-20	7 hours	168 hours	336 hours	288 hours
20-25	8 hours	192 hours	384 hours	336 hours
25 or more	9 hours	216 hours	432 hours	336 hours

## ■ Annual Leave Credit

- For employees transferring from or have previously worked for a state agency in a salaried position:
  - May receive credit toward the calculation of annual leave hours.
  - Human Resources will determine eligibility.
  - Prior participation in a VRS agency does not guarantee leave credit.

## ■ Virginia Sickness and Disability Program (VSDP)

- This includes:
  - Sick leave
    - For personal illness, injury, or medical appointments.
  - Family and personal leave
    - For family members' illnesses, injuries, medical appointments, or for personal use.
- Long Term Care – during employment
- Short-term disability – one-year waiting period
- Long-term disability – one-year waiting period (must have also completed six months of short-term disability)

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## ■ Virginia Sickness and Disability Program (VSDP)

- Employees hired January 10 through July 9 receive:
  - Eight workdays (64 hours) of sick leave.
  - Four workdays (32 hours) of family/personal leave.
- Employees hired July 10 through January 9 receive:
  - Five workdays (40 hours) of sick leave.
  - Four workdays (32 hours) of family/personal leave.
- On January 10 each year:
  - Employees are credited with new VSDP leave bank
  - Unused hours are forfeited and not carried over

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## ■ Eligibility for Overtime Compensation

- Fair Labor Standards Act - Indicates if an employee is eligible for overtime pay.
  - Non-exempt: eligible for overtime.
  - Exempt: not eligible for overtime.
- Employees in non-exempt positions are compensated at time-and-one half rate for all hours physically worked over 40 in the VT work week.



## ■ Family and Medical Leave Act (FMLA)

- Federal legislation that requires employers 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
- Eligible employees:
  - Must have worked one year
  - Must have worked 1,250 hours in previous 12 months
  - Must have physician certification or other supporting documentation

## ■ Paid Parental Leave

- Employees must be eligible for FMLA and be employed by the commonwealth for 12 consecutive months, to be eligible for PPL
- Leave for the birth, adoption, foster or custodial placement of a child
- 320 hours of leave (prorated based on FTE, for example if a .8FTE then they would get 256 hours)
- Has 6 months from the date of event to use the hours
- This leave can be used in addition to Sick Leave, FMLA, VSDP Short-term disability and Restricted Faculty Short-term disability

## ■ State Holidays

- New Year's Day – January 1
- Martin Luther King Jr. Day – Third Monday in January
- **President's Day (university open)** – Third Monday in February
- Memorial Day – Last Monday in May
- Juneteenth – June 19
- Independence Day – July 4
- Labor Day – First Monday in September
- **Columbus Day (university open)** – Second Monday in October
- **Election Day (university open) – November 3**
- **Veteran's Day (university open)** – November 11
- Thanksgiving Day – Fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Day – December 25
- Other days as designated by the governor

## ■ Staff Holidays

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- Employees will earn compensatory time if they work on a staff holiday when the university is open
- Employees must coordinate with supervisor on whether they are working or taking time off for a staff holiday.
- Compensatory time earned must be used within one year from the date earned.

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## ■ Winter Closing

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- The university is closed on the days between December 25 and January 1.
- Employees are required to use accrued annual, compensatory, or family/personal leave for days not designated as a holiday.

## ■ Leave Without Pay

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- Employee does not earn leave while on leave without pay.
- Employee does not earn holiday pay if on leave without pay for any part of the day before or the day after the holiday.
- Benefits - such as health insurance - may be affected.

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## ■ Additional Types of Leave

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- Community Service Leave
- Donate Bone Marrow or Organs
- Military Leave
- Civil & Administrative Leave
  - Jury Duty
  - Summons or subpoena
  - Interview with another state agency

## ■ Authorized Closings

- Emergency/Essential Employees
  - Position description will advise if employee is considered an emergency/essential personnel.
  - Those considered emergency/essential personnel that work during authorized closing will earn leave equivalent to the number of hours worked to use at a later date with supervisor approval.
- Official Notifications:
  - University operator: 540-231-6000
  - Weather hotline: 540-231-6668
  - WVTF-FM Radio 89.1 or 91.9
  - [www.vt.edu/status](http://www.vt.edu/status)
  - VT Alerts

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## ■ Reminders

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- Leave year runs from January 10 – January 9.
- Using annual, compensatory, or family personal leave requires prior approval from your supervisor.
- Any compensatory leave expires one year after it is earned to include: holidays, authorized closings, and straight-time overtime.

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- Contact Information

## Human Resources Leave Team

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