

Commonwealth of Virginia

Summary of Leave Types for Administrative and Professional Faculty (A/P)

Employment Management for A/P Faculty: <http://solomon.longwood.edu/hr/policies--procedures/employee-management-for-administrative-and-professional-faculty.php>

Leave Type	Description	How Is It Earned
Civil and Work Related Leave DHRM Policy Number: 4.05	Paid leave provided to eligible employees that may have been summons or subpoena to appear in court or related proceedings, jury duty, service on state councils and other bodies, resolution of work-related conflicts, attendance at administrative hearings, and interviews at other state agencies. DHRM Policy: http://www.dhrm.state.va.us/hrpolicy/web/pol4_05.html	Civil and Work-Related Leave is a non-accruing leave type for use under the specific circumstances explained in this policy.
Military Leave DHRM Policy Number 4.50	Paid or unpaid leave granted to employees who are former members of the armed services, or current members of the reserve forces or any of the US' armed services, or the Commonwealth's militia, or the National Defense Exec Reserve, for active duty in the armed services of the US. DHRM Policy: http://www.dhrm.state.va.us/hrpolicy/web/pol4_50.html	Eligible employees are granted up to 15 workdays (120 hrs.) of leave with pay in a federal fiscal year for covered military absences. Provides continued salary for employees in the Commonwealths Militia called up by the Governor to respond to natural or man-made disasters.
School Assistance and Volunteer Service Leave DHRM Policy Number 4.40	Provided to eligible employees to provide service within their communities such as: volunteer member of a community organization, participate in their children's school activities or perform volunteer work approved through the school administration. DHRM Policy: http://www.dhrm.state.va.us/hrpolicy/policy/pol4_40.pdf	Maximum of 16 hours per leave year will be provided beginning January 10 of each year.
Leave To Donate Bone Marrow/Organs DHRM Policy Number: 4.37	Provides paid leave to eligible employees to donate bone marrow or organs. DHRM Policy: http://www.dhrm.state.va.us/hrpolicy/web/pol4_37.html	Up to 30 workdays in any calendar year
Emergency/Disaster Leave DHRM Policy Number: 4.17	Provides qualifying employees paid leave for absences from regular job to provide specific kinds of emergency services during defined times of state and/or national disasters. Also for employees who are victims of disasters that meet specific criteria. DHRM Policy: http://www.dhrm.state.va.us/hrpolicy/web/pol4_17.html	
Family and Medical DHRM Policy Number: 4.20	Paid or unpaid leave provided to eligible employees as required under the Family and Medical Leave Act (FMLA) for absences that meet the criteria of the Act. DHRM Policy: http://www.dhrm.state.va.us/hrpolicy/policy/pol4_20FMLA.pdf	Subject to approval, eligible employees have the right to take paid and/or unpaid leave, for a period of up to twelve (12) workweeks in a leave year (480 hours; 60 days).
Parental Leave DHRM Policy Number: 4.21	This policy provides eligible employees with up to eight (8) weeks (320 hours) of paid parental to be used within six (6) months of the birth of an infant or adoptive, foster, or custodial placement of a child under the age of eighteen. DHRM Policy: http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/parental-leave-policy-4-21-6-26-180BFA850A134E.pdf?sfvrsn=0	Employee is in a full-time, quasi-full-time, or part-time salaried (classified or "at will") or Administrative and Professional Faculty employees who must be eligible for Family and Medical Leave (FML).

Leave Type	Description	How it is Earned
Public Health Emergency Leave DHRM Policy# 4.52	This policy permits or requires eligible employee to attend to their own medical needs and those of their immediate family members by providing up to 80 hours of paid leave per leave year when Communicable Disease of Public Health Threat conditions have been declared by the State Health Commissioner and Governor. Use of this policy is intended for illness directly related to the declared communicable disease threat. DHRM Policy: https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol4_52.pdf?sfvrsn=68416167_4	Up to 80 hours of paid leave per leave year to attend to an employee's own medical condition and/or to care for immediate family members residing in an Affected Area.
Annual	May be used for paid leave for vacations and other personal purposes. No payout of balance upon separation, transfer, or change in employee type.	8 hours accrued each pay period (192 hours per year, 24 days per year). Maximum of 192 hours may be carried over.

Summary of Sick Leave Plans for Salaried A/P Faculty

Sick Leave plan enrollment for new or re-hired AP is dependent upon the employee's choice to participate in the Optional Retirement Plan (ORP) or the Hybrid Retirement Plan as reflected below. Employees who choose the ORP may only be enrolled in the Longwood Sick Leave plan. If the VRS plan is chosen, employees have two options: 1) The Longwood Sick Leave plan or, 2) The Virginia Sickness and Disability Program (VSDP).

Sick – Longwood Plan (ORP or VRS Plans)	May be used for illness or non-work related injury, medical appointments which cannot be scheduled during non-working hours, periods affecting employee's ability to work due to pregnancy or childbirth. No payout of balance upon separation, transfer, or change in employee type.	120 days applied at the beginning of any appointment or reappointment period. May use 10 days of balance as family sick leave. Such leave is limited to 5 days (40 hours) per occurrence.																				
VSDP Sick Leave (VRS plans only)	Provides paid leave for personal illness, injury or pregnancy and medical appointments when disability benefits are not payable. Amount initially given is based on employee hire date; a new amount is given thereafter each January 10 based on years of state service. 33% of available sick leave can be used to cover an FMLA absence for an eligible family member. After one year of continuous employment, eligible employees may qualify for short-term disability coverage for non-work related injury, beginning after 7-calendar days from first day of your disability and continues for up to 125 workdays. No payout of balance upon separation, transfer, or change in employee type.	<table border="1"> <thead> <tr> <th colspan="2">New and Re-Hired Full-Time Employees</th> <th colspan="2">Current Full-Time Employees</th> </tr> <tr> <th>Employment Date</th> <th>Hours</th> <th>Months of Service</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Jan 10 – July 9</td> <td>64</td> <td>Less than 60</td> <td>64</td> </tr> <tr> <td>July 10 – Jan 9</td> <td>40</td> <td>60 to 119</td> <td>72</td> </tr> <tr> <td></td> <td></td> <td>120 or more</td> <td>80</td> </tr> </tbody> </table>	New and Re-Hired Full-Time Employees		Current Full-Time Employees		Employment Date	Hours	Months of Service	Hours	Jan 10 – July 9	64	Less than 60	64	July 10 – Jan 9	40	60 to 119	72			120 or more	80
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VSDP Family and Personal Leave (VRS plans only)	Provides paid leave for family and personal purposes. Amount initially given is based on employee hire date; a new amount is given thereafter each January 10 based on years of state service. No payout of balance upon separation, transfer, or change in employee type.	<table border="1"> <thead> <tr> <th colspan="2">New and Re-Hired Full-Time Employees</th> <th colspan="2">Current Full-Time Employees</th> </tr> <tr> <th>Employment Date</th> <th>Hours</th> <th>Months of Service</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Jan 10 – July 9</td> <td>32</td> <td>Less than 120</td> <td>32</td> </tr> <tr> <td>July 10 – Jan 9</td> <td>16</td> <td>120 or more</td> <td>40</td> </tr> </tbody> </table>	New and Re-Hired Full-Time Employees		Current Full-Time Employees		Employment Date	Hours	Months of Service	Hours	Jan 10 – July 9	32	Less than 120	32	July 10 – Jan 9	16	120 or more	40				
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