

Commonwealth of Virginia
Summary of Leaves Types for Salaried Classified Employees

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://web1.dhrm.virginia.gov/itech/hrpolicy/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://web1.dhrm.virginia.gov/itech/hrpolicy/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: https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol4_40.pdf?sfvrsn=d382e90e_2	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://web1.dhrm.virginia.gov/itech/hrpolicy/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://web1.dhrm.virginia.gov/itech/hrpolicy/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: https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol4_20fmla.pdf?sfvrsn=66ada94d_2	12 workweeks (480 hours; 60 days). 33 % of an employee's available sick leave balance may be used for eligible family FMLA leave absences.

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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; must be eligible for Family and Medical Leave (FML).																																							
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. Amount of accrual each pay period is based on employee status and years of state service. A maximum amount of accumulated leave may be carried over at the end of the leave year (Jan 10 th – Jan 9 th), and a maximum amount may be paid out upon departure from state service. See last column to the right for separation payout information.	<table border="1"> <thead> <tr> <th data-bbox="890 745 1066 837">Yrs. Of Service</th> <th data-bbox="1066 745 1287 837">Accrual Per Pay Pd.</th> <th data-bbox="1287 745 1476 837">Accrued Per Yr.</th> <th data-bbox="1476 745 1654 837">Max Carryover</th> <th data-bbox="1654 745 1927 837">Max Payout</th> </tr> </thead> <tbody> <tr> <td data-bbox="890 837 1066 899">< 5 years</td> <td data-bbox="1066 837 1287 899">4 hours</td> <td data-bbox="1287 837 1476 899">96 hours (12 days)</td> <td data-bbox="1476 837 1654 899">192 hours (24 days)</td> <td data-bbox="1654 837 1927 899">192 hours</td> </tr> <tr> <td data-bbox="890 899 1066 961">5 years</td> <td data-bbox="1066 899 1287 961">5 hours</td> <td data-bbox="1287 899 1476 961">120 hours (15 days)</td> <td data-bbox="1476 899 1654 961">240 hours (30 days)</td> <td data-bbox="1654 899 1927 961">240 hours</td> </tr> <tr> <td data-bbox="890 961 1066 1023">10 years</td> <td data-bbox="1066 961 1287 1023">6 hours</td> <td data-bbox="1287 961 1476 1023">144 hours (18 days)</td> <td data-bbox="1476 961 1654 1023">288 hours (36 days)</td> <td data-bbox="1654 961 1927 1023">288 hours</td> </tr> <tr> <td data-bbox="890 1023 1066 1115">15 years</td> <td data-bbox="1066 1023 1287 1115">7 hours</td> <td data-bbox="1287 1023 1476 1115">168 hours (21 days)</td> <td data-bbox="1476 1023 1654 1115">336 hours (42 days)</td> <td data-bbox="1654 1023 1927 1115">288 hours (36 days)</td> </tr> <tr> <td data-bbox="890 1115 1066 1208">20 years</td> <td data-bbox="1066 1115 1287 1208">8 hours</td> <td data-bbox="1287 1115 1476 1208">192 hours (24 days)</td> <td data-bbox="1476 1115 1654 1208">384 hours (48 days)</td> <td data-bbox="1654 1115 1927 1208">336 hours (42 days)</td> </tr> <tr> <td data-bbox="890 1208 1066 1284">25 years</td> <td data-bbox="1066 1208 1287 1284">9 hours</td> <td data-bbox="1287 1208 1476 1284">216 hours (27 days)</td> <td data-bbox="1476 1208 1654 1284">432 hours (54 days)</td> <td data-bbox="1654 1208 1927 1284">336 hours (42 days)</td> </tr> </tbody> </table>	Yrs. Of Service	Accrual Per Pay Pd.	Accrued Per Yr.	Max Carryover	Max Payout	< 5 years	4 hours	96 hours (12 days)	192 hours (24 days)	192 hours	5 years	5 hours	120 hours (15 days)	240 hours (30 days)	240 hours	10 years	6 hours	144 hours (18 days)	288 hours (36 days)	288 hours	15 years	7 hours	168 hours (21 days)	336 hours (42 days)	288 hours (36 days)	20 years	8 hours	192 hours (24 days)	384 hours (48 days)	336 hours (42 days)	25 years	9 hours	216 hours (27 days)	432 hours (54 days)	336 hours (42 days)				
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Sick (Traditional Leave Plan)	May be used during periods of illness or disability, or for absences due to medical appointments. Payout at separation of an employee with five or more years of continuous state service is 25% of accrued balance up to a max of \$5000.	5 hours accrued each pay period. Employees have access to 48 hours of accrued sick leave to use for absences for illness or death of an immediate family member. 33 % of available sick leave balance can be used to cover an FMLA absence for an eligible family member.																																							

Family and Personal Leave (VSDP Employees)	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.	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
Sick Leave (VSDP Employees)	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 credits can be used to cover an FMLA absence for an eligible family member. No payout of balance upon separation, transfer, or change in employee type.	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	

To find full details of all DHRM Paid and Unpaid Leave policies, click on the following link:

<https://www.dhrm.virginia.gov/employeebenefits#collapseHLTtwo>