

Commonwealth of Virginia
Summary of Leave Types for Salaried Instructional Faculty

Leave Type	Description	How Is It Earned
<p>Military Leave</p> <p>DHRM Policy Number 4.50</p>	<p>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.</p> <p>DHRM Policy: https://web1.dhrm.virginia.gov/itech/hrpolicy/pol4_50.html</p>	<p>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.</p>
<p>Family and Medical</p> <p>DHRM Policy Number: 4.20</p>	<p>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. Eligible employees have the right to take paid and/or unpaid leave, for a period of up to twelve (12) workweeks in a calendar year for one of the following reasons: birth or adoption of a child; to care for a seriously ill member of the employee's immediate family (parent, child, spouse), or for the employee's own serious illness. The employee will be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment upon return from leave.</p> <p>DHRM Policy: https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol4_20fmla-policy-update-final-11-3-22.pdf</p>	<p>Eligibility will be based on full time equivalency (fte), where 1.0 FTE for one academic year equals 1,560 hours. 12 workweeks (480 hours; 60 days).</p>
<p>Public Health Emergency Leave</p> <p>DHRM Policy# 4.52</p>	<p>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.</p> <p>DHRM Policy: https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol4_52.pdf?sfvrsn=68416167_4</p>	<p>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.</p>

Refer to the Faculty Policies and Procedures Manual for additional policies.

SUMMARY OF LEAVE

Summary of Sick Leave Plans for Salaried Instructional Faculty

Sick Leave plan enrollment for new or re-hired Instructional Faculty 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).

“Faculty Policies and Procedures Manual”

<http://www.longwood.edu/academicaffairs/index.html>

Leave Type	Description	How Is It Earned			
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.	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
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.	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