

**OLD DOMINION UNIVERSITY
ANNUAL LEAVE AND SICK LEAVE REPORTING PROCEDURE FOR
ADMINISTRATIVE AND PROFESSIONAL FACULTY AND TEACHING AND
RESEARCH FACULTY ON 12-MONTH CONTRACTS
ELIGIBLE FOR ANNUAL LEAVE**

State agencies are public institutions supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers, to whom they are accountable for using public funds effectively. Therefore, it is the policy of the Commonwealth that employees are not paid for time that they do not work, except when using appropriate leave time as set forth in policy by the University.

The following procedures apply to all administrative and professional faculty (AP faculty) and teaching and research faculty on 12-month contracts who are eligible to accrue and use annual leave. These are 12-month faculty with an administrative work load of 25 percent or more of their total duties and responsibilities. (The applicable Banner Leave Categories are A1, A2, A3 and A4.)

LEAVE REPORTING PROCEDURE

1. Sixteen (16) hours of annual leave per month of employment will be accrued on the first of the month.
2. Annual leave may be taken at any time subsequent to being earned but should be planned with regard to workload and office schedules. Requests for annual leave must be approved in advance by the supervisor.
3. Leave taken will be entered on a pay period basis in Banner Web Time Entry (WTE). A leave report must be submitted for each pay period even if no leave was taken during the period. (Refer to the Quick Reference for Employee Self Service – Leave Reports)
4. Each supervisor is responsible for monitoring compliance with the University’s policies and procedures and ensuring the submission and approval of each faculty member’s leave report by pay period in WTE.
5. Leave must be entered and approved each pay period by the established payroll deadlines.
6. Annual leave is to be reported in one hour increments.
7. The maximum number of “carry-over” (unused) annual leave hours from one contract year to the next is 288 hours for individuals employed prior to July 1, 1993, and 160 hours for individuals hired on or after July 1, 1993. Leave balances may exceed 160 or 288 hours during the contract year but only 160 or 288, depending on the hire date, may be carried over to the following contract year.
8. Sick leave is provided under either the University’s Sick Leave Policy or the Virginia Sickness and Disability Program (VSDP).
9. For faculty covered under the University’s Sick Leave Policy, sick leave is to be reported in hour increments. Sick leave is subject to verification. Faculty members with a history

of frequent and/or prolonged illness may be asked to provide a health care provider's certification. A faculty member must comply with a management request for verification of the need to use sick leave. Extended absences (5 work days or more) due to illness should be discussed with the Director of Human Resources because of the requirements of the Family Medical Leave Act (FMLA). Please refer to the University's Family and Medical Leave Act Policy.

A maximum of six months sick leave (1000 hours or 125 work days) is extended during those months normally covered by appointment or contract.

10. For faculty covered under the University's Sick Leave Policy, six days (48 hours) of sick leave per contract year may be used for an illness or death in the faculty member's immediate family. Immediate family includes parents, stepparents, spouse, children, stepchildren, siblings, stepbrothers and sisters, and any relative living in the faculty member's home.
11. Faculty in VSDP are to report sick leave in one hour increments according to the requirements of the VSDP. VSDP includes an allocation of Family/Personal Leave that may be used for absences due to personal and family reasons.
12. Please refer to the VSDP Handbook for Participants or access Human Resources' web page for policy and procedure information concerning VSDP.

Effective June 10, 2008