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## HOLIDAYS

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The university typically observes 12 state-approved holidays each year.

A list of the exact calendar days on which university holidays will be observed for the upcoming calendar year is distributed each year, usually in December.

University holidays do not always coincide with state holidays because the staff is needed to keep the university operating when students are present. In order to receive holiday pay, employees must either work or be on paid leave the work day before and the work day after the holiday. If an employee is in a leave without pay status for any portion of the work day before or the work day after the holiday, they are ineligible for holiday pay.

### Religious Holidays

Supervisors should make reasonable accommodations for the religious holiday needs of employees, unless the leave will result in undue hardship for the department or university operations. Employees should request leave in advance. Time off for religious holidays is charged to the employee's accrued annual, compensatory or overtime leave balances, or leave without pay, as appropriate.

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## SCHOOL ASSISTANCE AND VOLUNTEER SERVICE LEAVE

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Full-time and part-time classified employees are eligible to use up to 16 hours of volunteer service leave per leave year. Part-time classified employees will receive a pro-rated amount based on the percentage of full-time employment. This type of leave may be used for reasons such as:

- Relief to physically or mentally challenged persons;
- Relief to victims of natural disasters or catastrophes (where Policy 4.17, Emergency/Disaster Leave is not applicable);
- Health services, emergency relief and shelter, transportation and preparation or delivery of meals;
- Community services that assist residents, including child and youth development;
- Other direct or welfare services for the economically disadvantaged;
- Participating in school activities including meeting with teachers or school administrators, attending school functions or performing volunteer work that has been approved by a teacher or school administrator.

Schools for which this leave may be granted include any public preschool, elementary, middle or high school. This term may include private schools, elementary, middle or high schools only if employee has children, stepchildren or children for whom the employee has custody attending the private school.

Preschool in this policy is defined as an early childhood program that serves children for more than nine hours per week, at any time from their birth until their eligibility to enter elementary school.

While a preschool may be home-based, like all other such programs, it must be registered, licensed or certified by the Virginia Department of Social Services, unless it is exempt from licensure under 63.1-96.3 of the Code of Virginia.

The policy on **school assistance and volunteer service** leave:

- defines community service organizations for which such leave may be authorized;
- requires prior approval from an employee's supervisor for leave use;
- specifies that **school assistance and volunteer service** leave cannot be carried over from one year to the next or paid upon separation from state service;
- clarifies when this type of leave can be used for public schools, private schools and home schooling.

Additionally, supervisors may require written verification from officials of the community service organization for use of volunteer service leave. If the leave is used for school assistance, written verification should be from a school administrator or teacher.

Departments should attempt to approve volunteer service leave at the time requested by employees, but have the discretion to disapprove leave if it would significantly impact work unit operations.

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## BONE MARROW AND ORGAN DONOR LEAVE

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A full-time, non-probationary classified employee may receive up to 30 days of additional paid leave for donating bone marrow or organs. This type of leave is provided in addition to other leave benefits, does not count toward the 12-week period of family and medical leave, requires medical certification prior to approval of the leave, and guarantees the employee's position will be available upon return.

For complete information, please refer to Policy 4.37 in the Department of Human Resource Management Policy Manual or call Human Resources at 683-3042.