

NUMBER: 1491

TITLE: Annual, Military, and Civil Leave Policy for Administrative and Professional Faculty and Faculty on Twelve-Month Contracts

APPROVED: September 16, 1983; Revised August 27, 1987; Revised June 15, 1989; Revised September 29, 1989; Revised September 23, 1993; Revised December 2, 1993; Revised September 22, 1994

1. Administrators and professionals who hold faculty rank and faculty on twelve-month contracts earn two (2) days annual leave per month, normally twenty-four (24) working days per year. This annual leave is in addition to the eleven (11) holidays observed by the state. Administrative and professional faculty employed on less than a twelve-month basis receive all state holidays scheduled during their employment period and annual leave at the rate of two days per month.
2. Annual leave days are to be accrued monthly on the first of the month. Leave may be taken at any time subsequent to being earned but should be planned with regard to workload and office schedules. The dates of the leave must be approved in advance by the supervisor. Annual leave will not be accrued during any month in which the faculty member is on a leave without pay status.
3. A vice president may authorize annual leave advances, i.e. granting of leave prior to it being earned, when unusual circumstances dictate. Covered faculty members should submit a written request to the vice president which explains the reasons for the request. Should a faculty member resign prior to working the entire period during which the leave would have been earned, a payroll deduction will be initiated to recover the salary amount of the leave advance.
4. Workload and office schedules should be arranged so as to allow each member full benefit of his/her annual leave. It is not in the best interest of either the university or the individual member for the employee to work a full year with less than full annual leave. However, to allow for special university requirements, a maximum of thirty-six (36)* days may be carried forward from one fiscal year to the next. Annual leave balances may exceed thirty-six (36)* days during the fiscal year as a result of monthly accruals.
5. Those whose initial appointment or contract period begins in the middle of a month will accrue annual leave for the month during which he/she is hired.
6. Unless approved by the President, employees who terminate for any reason are expected to utilize all accumulated annual leave prior to their date of termination.

*20 days for covered employees employed on or after July 1, 1993.

7. In general, those who terminate employment or an administrative assignment will not be compensated for any accrued, but unused, annual leave days that remain when they terminate that employment or assignment. However, in exceptional cases, where the presence of a key employee is required by the University until he/she actually terminates employment, the President may approve a lump sum payout equal to the value of the salary of accrued, but unused, annual leave days. The maximum number of accumulated leave days that may be so compensated is 36 for individuals employed prior to July 1, 1993, and 20 for individuals employed thereafter.
8. Administrators who hold faculty rank and faculty on twelve-month appointments who are members of any reserve component of the armed forces of the United States, such as National Guard, Naval Reserve, Air Force Reserve and Army Reserve, will receive full pay for any federally funded military training duty for up to a maximum of fifteen (15) work days per contract period. Other voluntary, military-related training such as the Virginia State Defense Force and the National Defense Executive Reserve are also included in this policy. Annual leave need not be used for military reserve or voluntary, military-related training except in circumstances where more than fifteen (15) training days per appointment or contract period are needed.
9. Faculty members covered by this policy will be granted unconditional military leave without pay for the duty indicated in their military orders that is not covered by military leave with pay, normally for up to four years. Details on the status of benefits coverage during active military duty and reinstatement are available through the University's Department of Human Resources.
10. Full pay will be allowed for those serving on a jury or attending court as a witness under a formal subpoena. In these instances, accrued annual leave need not be used. Any other instances requiring court appearances outside the nature of university employment will require the use of annual leave.
11. The above provisions refer to annual, civil, and military leave only. Provisions concerning other types of leave are covered in separate policies.