

OLD DOMINION UNIVERSITY
VSDP REPORTING PROCEDURE FOR 10-MONTH TEACHING AND RESEARCH
FACULTY AND 12-MONTH TEACHING AND RESEARCH FACULTY NOT
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 full-time teaching and research faculty on ten-month contracts in the Virginia Sickness and Disability Program (VSDP), and full-time teaching and research faculty on twelve-month contracts, not eligible for annual leave, in VSDP. These are 12-month faculty with an administrative work load of less than 25 percent of their total duties and responsibilities. (The applicable Banner Leave Categories are R2 and T2).

VSDP LEAVE REPORTING PROCEDURE

1. VSDP provides eligible faculty who participate in the Virginia Retirement System with sick leave. The amount of sick leave allotted is based on years of service.
2. VSDP also provides an allocation of family/personal leave for absences due to illness, death of a family member, or for other personal reasons.
3. Faculty in VSDP are to report sick leave and family/personal leave according to the requirements of the VSDP. Leave is reported in one hour increments.
4. Sick leave and family/personal leave taken will be entered on a pay period basis in Banner Web Time Entry (WTE) by the established payroll deadlines. (Refer to the Quick Reference for Employee Self Service – Leave Reports)
5. 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 in WTE when leave is used.
6. 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. There may be other circumstances that qualify for Family and Medical Leave that require medical certification. Please refer to the University's Family and Medical Leave Act Policy.
7. Faculty in VSDP also must provide medical documentation to the third-party administrator after seven consecutive days of absence to qualify for short-term disability (STD) benefits.
8. Please refer to the VSDP Handbook for Participants or access Human Resources' web page for policy, procedure and reporting requirements concerning VSDP.

Effective June 10, 2008