

**QUICK REFERENCE
 FOR CLASSIFIED AND FACULTY LEAVE
 AND SEMI-MONTHLY ACCRUAL RATES FOR PART-TIME CLASSIFIED**

**Quick Reference for Classified Employee Leave –
 Accrual Rates/Maximum Carryover/Payment on Separation**

| Years of Service | Leave Plan | | Annual Accrual Rate | Sick Accrual Rate | Personal and Family Accrual Rate | Maximum Year-End Annual Balance Carryover | Maximum Annual Leave Payout | Maximum Sick Leave Balance Payable Upon Separation |
|--|------------|----|------------------------|------------------------|----------------------------------|---|-----------------------------|--|
| | FT* | PT | | | | | | |
| Virginia Sickness and Disability Program (VSDP) | | | | | | | | |
| 0 < 5 years | CV C8 | PV | 4 hrs. semi-monthly | 64 hrs. annually | 32 hrs. annually | 192 hrs. | 192 hrs. | N/A |
| 5 < 10 years | CV C8 | PV | 5 hrs. semi-monthly | 72 hrs. annually | 32 hrs. annually | 240 hrs. | 240 hrs. | N/A |
| 10 < 15 years | CV C8 | PV | 6 hrs. semi-monthly | 80 hrs. annually | 40 hrs. annually | 288 hrs. | 288 hrs. | N/A |
| 15 < 20 years | CV C8 | PV | 7 hrs. semi-monthly | 80 hrs. annually | 40 hrs. annually | 336 hrs. | 288 hrs. | N/A |
| 20 < 25 years | CV C8 | PV | 8 hrs. semi-monthly | 80 hrs. annually | 40 hrs. annually | 384 hrs. | 336 hrs. | N/A |
| > 25 years | CV C8 | PV | 9 hrs. semi-monthly | 80 hrs. annually | 40 hrs. annually | 432 hrs. | 336 hrs. | N/A |
| Traditional Plan | | | | | | | | |
| 5 < 10 years | CT | PT | 5 hrs. semi-monthly | 5 hrs. semi-monthly | None | 240 hrs. | 240 hrs. | 25% of balance – not to exceed \$5,000 |
| 10 < 15 years | CT | PT | 6 hrs. semi-monthly | 5 hrs. semi-monthly | None | 288 hrs. | 288 hrs. | 25% of balance – not to exceed \$5,000 |
| 15 < 20 years | CT | PT | 7 hrs. semi-monthly | 5 hrs. semi-monthly | None | 336 hrs. | 288 hrs. | 25% of balance – not to exceed \$5,000 |
| 20 < 25 years | CT | PT | 8 hrs. semi-monthly | 5 hrs. semi-monthly | None | 384 hrs. | 336 hrs. | 25% of balance – not to exceed \$5,000 |
| > 25 years | CT | PT | 9 hrs. semi-monthly | 5 hrs. semi-monthly | None | 432 hrs. | 336 hrs. | 25% of balance – not to exceed \$5,000 |

NOTES:

- Upon separation from employment, employees in the Virginia Sickness and Disability Program (VSDP) have the option to either (1) be paid for Disability Credits (25% of balance, subject to \$5,000 maximum); or (2) convert Disability Credits to Virginia Retirement System (VRS) service credit at a rate of one-month credit per 173 hours.
- New full-time classified employees with start dates from January 10 through July 9 are credited with 64 hours of Sick Leave and 32 hours of Personal/Family Leave. Classified employees who work 80% FTE or greater are treated as full-time employees for VSDP accrual. For start dates from July 10 through January 9, 40 hours of Sick Leave and 16 hours of Personal/Family Leave will be credited. Annual leave for part-time employees is prorated based on part-time status.

*C8 Leave Plan for classified employees who work more than 80% FTE but less than 100% FTE.

For assistance, timekeepers should contact VCU Leave Administration at leave@vcu.edu or (804) 828-1712.

**Quick Reference for Faculty Leave –
 Accrual Rates/Maximum Carryover/Payment on Separation**

| Type of Faculty and Years of Service | Leave Plan | | Annual Accrual Rate | Sick Accrual Rate | Personal and Family Accrual Rate | Maximum Year-End Annual Balance Carryover | Maximum Payout | Maximum Sick Leave Balance Payable Upon Separation |
|--|------------|----|---------------------|----------------------|----------------------------------|---|----------------|--|
| | FT* | PT | | | | | | |
| Traditional Plan | | | | | | | | |
| 9/10 mo. faculty | 9T | 9T | None | 48 hrs. per semester | None | None | None | None |
| 12 mo. faculty 0 < 15 years | FT | FP | 8 hrs. semi-monthly | 5 hrs. semi-monthly | None | 288 hrs. | 288 hrs. | None |
| 12 mo. faculty 15 – 20 years | FT | FP | 8 hrs. semi-monthly | 5 hrs. semi-monthly | None | 336 hrs. | 288 hrs. | None |
| 12 mo. faculty > 20 years | FT | FP | 8 hrs. semi-monthly | 5 hrs. semi-monthly | None | 384 hrs. | 288 hrs. | None |
| Virginia Sickness and Disability Program (VSDP) | | | | | | | | |
| 9/10 mo. faculty 0 < 5 years | 9V | 9P | None | 64 hrs. annually | 32 hrs. annually | None | None | None |
| 9/10 mo. faculty 5 – 10 years | 9V | 9P | None | 72 hrs. annually | 32 hrs. annually | None | None | None |
| 9/10 mo. faculty > 10 years | 9V | 9P | None | 80 hrs. annually | 40 hrs. annually | None | None | None |
| 12 mo. faculty 0 < 5 years | FV F8 | VP | 8 hrs. semi-monthly | 64 hrs. annually | 32 hrs. annually | 288 hrs. | 288 hrs. | None |
| 12 mo. faculty 5 – 10 years | FV F8 | VP | 8 hrs. semi-monthly | 72 hrs. annually | 32 hrs. annually | 288 hrs. | 288 hrs. | None |
| 12 mo. faculty 10 – 15 years | FV F8 | VP | 8 hrs. semi-monthly | 80 hrs. annually | 40 hrs. annually | 288 hrs. | 288 hrs. | None |
| 12 mo. faculty 15 – 20 years | FV F8 | VP | 8 hrs. semi-monthly | 80 hrs. annually | 40 hrs. annually | 336 hrs. | 288 hrs. | None |
| 12 mo. faculty > 20 years | FV F8 | VP | 8 hrs. semi-monthly | 80 hrs. annually | 40 hrs. annually | 384 hrs. | 288 hrs. | None |

*F8 Leave Plan for faculty who work more than 80% FTE but less than 100% FTE.

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**Quick Reference for Part-Time Classified Hours Worked –
Semi-Monthly Accrual Rates - Traditional Plan**

| Hours Worked Per Week | Annual | | | | | | Holiday | Sick |
|--------------------------|--------------|-----------------|------------------|------------------|------------------|---------------|---------|------|
| | < 5 Years | 5 < 10 Years | 10 < 15 Years | 15 < 20 Years | 20 < 25 Years | > 25 Years | | |
| 20 (50%) | 2.00 | 2.50 | 3.00 | 3.50 | 4.00 | 4.50 | 4.00 | 2.50 |
| 24 (60%) | 2.40 | 3.00 | 3.60 | 4.20 | 4.80 | 5.40 | 4.80 | 3.00 |
| 25 (62.50%) | 2.50 | 3.13 | 3.75 | 4.38 | 5.00 | 5.63 | 5.00 | 3.13 |
| 28 (70%) | 2.80 | 3.50 | 4.20 | 4.90 | 5.60 | 6.30 | 5.60 | 3.50 |
| 30 (75%) | 3.00 | 3.75 | 4.50 | 5.25 | 6.00 | 6.75 | 6.00 | 3.75 |
| 32 (80%) | 3.20 | 4.00 | 4.80 | 5.60 | 6.40 | 7.20 | 6.40 | 4.00 |
| 35 (87.50%) | 3.50 | 4.38 | 5.25 | 6.13 | 7.00 | 7.88 | 7.00 | 4.38 |

NOTE: Part-time employees accrue prorated annual leave; however, year-end carryover amount and separation payout amount have the same maximums as full-time employees.

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