

LEAVE COMPARISON: ADMINISTRATIVE & PROFESSIONAL FACULTY vs. UNIVERSITY AND ACADEMIC PROFESSIONALS – ACCRUAL

This resource is intended to be a comparative illustration of leave provisions applicable to Administrative and Professional Faculty at VCU and the leave provisions in the Working@VCU: “Great Place” HR Policies. In the event of any discrepancy, the actual policy documents prevail.

These provisions apply to Administrative and Professional faculty at VCU who convert to University and Academic Professionals during continuous employment. They do not apply to Administrative and Professional Faculty from other Commonwealth of Virginia public institutions

Years of Service	Administrative and Professional Faculty in VSDP				University and Academic Professionals
	Days (hours) per year (full-time employees) ¹²³				
	Annual Leave	VSDP Sick Leave	VSDP Family/Personal Leave	Total	Total
0-4	24 (192)	8 (64)	4 (32)	36 (288)	39 (312)
5-9	24 (192)	9 (72)	4 (32)	37 (296)	39 (312)
10-19	24 (192)	10 (80)	5 (40)	39 (312)	39 (312)
20-24	24 (192)	10 (80)	5 (40)	39 (312)	40 (320)
25+	24 (192)	10 (80)	5 (40)	39 (312)	42 (336)

of higher education who are hired into University and Academic Professionals jobs at VCU.

Years of Service	Administrative and Professional Faculty in Traditional Sick Leave Plan			University and Academic Professionals
	Days per year (full-time employees) ²³⁴			
	Annual Leave	Traditional Sick Leave	Total	Total
0-19	24 (192)	15 (120)	39 (312)	39 (312)
20-24	24 (192)	15 (120)	39 (312)	40 (320)
25+	24 (192)	15 (120)	39 (312)	42 (336)

¹ Part-time Administrative and Professional Faculty are provided with 4 days of VSDP Sick Leave from 0-9 years and 5 days of VSDP Sick leave with 10 or more years.

² Part-time Administrative and Professional Faculty accrue Annual Leave at a proportionate rate

³ Part-time University and Academic Professionals accrue leave at a proportionate rate

⁴ Part time Administrative and Professional Faculty accrue Traditional Sick Leave at a proportionate rate

LEAVE COMPARISON: ADMINISTRATIVE & PROFESSIONAL FACULTY vs. UNIVERSITY AND ACADEMIC PROFESSIONALS – CARRYOVER AND PAYOUT

This resource is intended to be a comparative illustration of leave provisions applicable to Administrative and Professional Faculty at VCU and the leave provisions in the Working@VCU: “Great Place” HR Policies. In the event of any discrepancy, the actual policy documents prevail.

These provisions apply to Administrative and Professional faculty at VCU who convert to University and Academic Professionals during continuous employment. They do not apply to Administrative and Professional Faculty from other Commonwealth of Virginia public institutions of higher education who are hired into University and Academic Professionals jobs at VCU.

Years of Service	Administrative and Professional Faculty in VSDP		University and Academic Professionals	
	Days (hours)			
	Annual Leave carryover maximum ⁵	Annual Leave payout maximum ⁵	Carryover & payout maximum ⁵ (prior to 12/31/2019)	Carryover & payout maximum ⁵ (effective 12/31/2019)
0-14	36 (288)	36 (288)	Unlimited	39 (312)
15-19	42 (336)	36 (288)	Unlimited	39 (312)
20-24	48 (384)	36 (288)	Unlimited	40 (320)
25+	48 (384)	36 (288)	Unlimited	42 (336)

University and Academic Professionals who serve under employment contracts may have contractual provisions that specify different provisions for leave. Any contractual provisions regarding leave carryover and/or payout will supersede the provisions shown below.

VSDP Sick Leave and VSDP Family/Personal Leave do not carry over and are not eligible for payout.

Years of Service	Administrative and Professional Faculty in Traditional Sick Leave Plan				University and Academic Professionals	
	Annual Leave carryover maximum ⁵	Annual Leave payout maximum ⁵	Traditional Sick Leave carryover maximum	Traditional Sick Leave payout maximum	Carryover & payout maximum ⁵ (prior to 12/31/2019)	Carryover & payout maximum ⁵ (effective 12/31/2019)
	Days (hours)					
0-14	36 (288)	36 (288)	Unlimited	0	Unlimited	39 (312)
15-19	42 (336)	36 (288)	Unlimited	0	Unlimited	39 (312)
20-24	48 (384)	36 (288)	Unlimited	0	Unlimited	40 (320)
25+	48 (384)	36 (288)	Unlimited	0	Unlimited	42 (336)

Administrative and Professional Faculty at VCU who have unused traditional sick leave hours at the time they convert to University and Academic Professionals retain the unused traditional sick leave hours in a bank and may use them for periods of illness as allowed by the Working@VCU: “Great Place” HR Policies. Traditional sick leave does not continue to accrue because short-term disability coverage is provided. Unused traditional sick leave hours are not payable upon separation from service.

⁵ Carryover and payout maximums are prorated for part-time Administrative and Professional Faculty