

LEAVE COMPARISON: CLASSIFIED EMPLOYEES vs. UNIVERSITY AND ACADEMIC PROFESSIONALS – ACCRUAL

This resource is intended to be a comparative illustration of provisions in the leave policies of the Virginia Department of Human Resource Management (DHRM) and the Working@VCU: “Great Place” HR Policies. In the event of any discrepancy, the actual policy documents prevail.

| Years of Service | Classified Staff in VSDP | | | | University and Academic Professionals |
|------------------|---|-----------------|----------------------------|----------|---------------------------------------|
| | Days (hours) per year for full-time employees ¹² | | | | |
| | Annual Leave | VSDP Sick Leave | VSDP Family/Personal Leave | Total | Total |
| 0-3 | 12 (96) | 8 (64) | 4 (32) | 24 (192) | 28 (224) |
| 4 | 12 (96) | 8 (64) | 4 (32) | 24 (192) | 30 (240) |
| 5-6 | 15 (120) | 9 (72) | 4 (32) | 28 (224) | 30 (240) |
| 7-9 | 15 (120) | 9 (72) | 4 (32) | 28 (224) | 32 (256) |
| 10-14 | 18 (144) | 10 (80) | 5 (40) | 33 (264) | 34 (272) |
| 15-19 | 21 (168) | 10 (80) | 5 (40) | 36 (288) | 36 (288) |
| 20-24 | 24 (192) | 10 (80) | 5 (40) | 39 (312) | 40 (320) |
| 25+ | 27 (216) | 10 (80) | 5 (40) | 42 (336) | 42 (336) |

| Years of Service | Classified Staff in Traditional Sick Leave Plan | | | University and Academic Professionals |
|------------------|---|------------------------|----------|---------------------------------------|
| | Days (hours) per year (full-time employees) ²³ | | | |
| | Annual Leave | Traditional Sick Leave | Total | Total |
| 0-3 | 12 (96) | 15 (120) | 27 (216) | 28 (224) |
| 4 | 12 (96) | 15 (120) | 27 (216) | 30 (240) |
| 5-6 | 15 (120) | 15 (120) | 30 (240) | 30 (240) |
| 7-9 | 15 (120) | 15 (120) | 30 (240) | 32 (256) |
| 10-14 | 18 (144) | 15 (120) | 33 (264) | 34 (272) |
| 15-19 | 21 (168) | 15 (120) | 36 (288) | 36 (288) |
| 20-24 | 24 (192) | 15 (120) | 39 (312) | 40 (320) |
| 25+ | 27 (216) | 15 (120) | 42 (336) | 42 (336) |

¹ Part-time Classified employees in VSDP accrue Annual Leave at a proportionate rate. Part-time Classified employees 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 University and Academic Professionals accrue leave at a proportionate rate

³ Part time Classified employees in the Traditional Sick Leave Plan accrue Annual Leave and Traditional Sick Leave at a proportionate rate

LEAVE COMPARISON: CLASSIFIED EMPLOYEES vs. UNIVERSITY AND ACADEMIC PROFESSIONALS – CARRYOVER AND PAYOUT

This resource is intended to be a comparative illustration of provisions in the leave policies of the Virginia Department of Human Resource Management (DHRM) and the Working@VCU: "Great Place" HR Policies. In the event of any discrepancy, the actual policy documents prevail.

| Years of Service | Classified Staff in VSDP | | University and Academic Professionals | |
|------------------|---|--|---|--|
| | Annual Leave carryover maximum ⁴ | Annual Leave payout maximum ⁴ | Carryover & payout maximum ⁴⁵ (prior to 12/31/2019) | Carryover & payout maximum ⁴⁵ (effective 12/31/2019) |
| | Days (hours) | | | |
| 0-3 | 24 (192) | 24 (192) | Unlimited | 28 (224) |
| 4 | 24 (192) | 24 (192) | Unlimited | 30 (240) |
| 5-6 | 30 (240) | 30 (240) | Unlimited | 30 (240) |
| 7-9 | 30 (240) | 30 (240) | Unlimited | 32 (256) |
| 10-14 | 36 (288) | 36 (288) | Unlimited | 34 (272) |
| 15-19 | 42 (336) | 36 (288) | Unlimited | 36 (288) |
| 20-24 | 48 (384) | 42 (336) | Unlimited | 40 (320) |
| 25+ | 54 (432) | 42 (336) | Unlimited | 42 (336) |

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

| Years of Service | Classified Staff in Traditional Sick Leave Plan | | | | University and Academic Professionals | |
|------------------|---|--|--|---------------------------------------|---|--|
| | Annual Leave carryover maximum ⁴ | Annual Leave payout maximum ⁴ | Traditional Sick Leave carryover maximum | Traditional Sick Leave payout maximum | Carryover & payout maximum ⁴⁵ (prior to 12/31/2019) | Carryover & payout maximum ⁴⁵ (effective 12/31/2019) |
| | Days (hours) | | | | | |
| 0-3 | 24 (192) | 24 (192) | Unlimited | 25% of unused hours up to \$5,000 | Unlimited | 28 (224) |
| 4 | 24 (192) | 24 (192) | Unlimited | 25% of unused hours up to \$5,000 | Unlimited | 30 (240) |
| 5-6 | 30 (240) | 30 (240) | Unlimited | 25% of unused hours up to \$5,000 | Unlimited | 30 (240) |
| 7-9 | 30 (240) | 30 (240) | Unlimited | 25% of unused hours up to \$5,000 | Unlimited | 32 (256) |
| 10-14 | 36 (288) | 36 (288) | Unlimited | 25% of unused hours up to \$5,000 | Unlimited | 34 (272) |
| 15-19 | 42 (336) | 36 (288) | Unlimited | 25% of unused hours up to \$5,000 | Unlimited | 36 (288) |
| 20-24 | 48 (384) | 42 (336) | Unlimited | 25% of unused hours up to \$5,000 | Unlimited | 40 (320) |
| 25+ | 54 (432) | 42 (336) | Unlimited | 25% of unused hours up to \$5,000 | Unlimited | 42 (336) |

Classified employees 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. 25% of any unused traditional sick leave hours remaining at separation from service may be paid up to a maximum of \$5,000⁵.

⁴ Carryover and payout maximums are prorated for part-time employees

⁵ University and Academic Professionals with employment contracts may be subject to contractual provisions that supersede these provisions.