## Parental and Medical Leave Process for Clinical Faculty Employed by VCU and MCV Physicians (MCVP)

Leave process is determined by your core retirement plan with VCU

## **Optional Retirement Plan (ORP)**

Traditional Sick Leave Plan

Apply for FMLA leave from VCU through school/unit HR
Professional if eligible\*

Apply for FMLA leave from MCVP through UNUM if eligible\*



Use accrued <u>VCU traditional sick leave and/or annual leave</u> (if available) to continue VCU salary during time off.

MCVP salary continues while using VCU leave.



When accrued leave is exhausted, status with VCU and MCVP becomes "Leave Without Pay." Use MCVP Short Term Disability coverage (if enrolled) to continue income.

\*Faculty members who have worked at least 12 months, and 1,250 in the past 12 months, for VCU or the Commonwealth are entitled to up to 12 weeks of FMLA leave each leave year (January 10 – January 9). Physicians and clinicians who have worked for MCVP for at least 12 months, and 1,250 hours in the past 12 months, are entitled to up to 12 weeks of FMLA during a 12 month period.

\*\*VSDP does not cover non-work related disabilities during the first year of participation.

COVA health coverage through the university continues at the employee premium while on FMLA, using accrued VCU leave, and/or while receiving VSDP short term disability benefits.



Apply for FMLA leave from VCU through school/unit HR Professional if eligible\*

Apply for FMLA leave from MCVP through UNUM if eligible\*



Traditional Sick Leave Plan

or

Virginia Sickness and Disability Program
(VSDP) during first year of
participation\*\*



Use accrued VCU traditional sick leave.

VSDP sick leave, VSDP personal leave and/or annual leave (if available) to continue VCU salary during time off. MCVP salary continues while using VCU leave.



When accrued leave is exhausted, status with VCU and MCVP becomes "Leave Without Pay." Use MCVP Short Term Disability coverage (if enrolled) to continue income.

Virginia Sickness & Disability Program (VSDP) after one year of continuous participation\*\*



Use <u>VSDP Short Term Disability</u> for income replacement on VCU salary. You may

supplement the VSDP benefit with accrued leave when the benefit is less than 100%. MCVP salary continues while receiving VSDP Short Term Disability benefits.

Use MCVP Short Term Disability (if enrolled) for income replacement on MCVP salary.

VSDP and MCVP Short Term Disability benefits offset each other. When collecting both, each plan reduces its income replacement benefit by the amount the other plan pays. Recipients must report benefits received from one plan to the other plan.