

# OLD DOMINION UNIVERSITY

## University Policy

Policy #6308

ANNUAL LEAVE FOR ADMINISTRATIVE AND PROFESSIONAL FACULTY AND  
ELIGIBLE TEACHING AND RESEARCH FACULTY ON 12 -MONTH CONTRACTS  
(INTERIM POLICY)

Responsible Oversight Executive:

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rules and policies concerning institution. See Eligible Instruction and Research Faculty on Twelve

Leave Year January 10<sup>th</sup> - January 9

Legacy EVMS Faculty / PF Faculty and Teaching and Research Faculty are clinical employees whose employment at the University began when Eastern Virginia Medical School became part of the University.

Maximum Carryover

- e. TR Medical Faculty earn thirteen and one-half hours (13.5) of annual leave per month (162 hours per year).
- f. Annual leave for AP Medical Faculty and TR Medical Faculty is in addition to the following holidays provided to employees at EVMS Medical Group: Independence Day (July 4), Labor Day, Thanksgiving, the observed Christmas Day, the observed New Year's Day, Martin Luther King Jr. Day and Memorial Day. AP Medical Faculty and TR Medical Faculty who are required to work on a holiday when the university is closed shall be given up to 24 hours (3 days) per calendar year of compensatory time, which must be used within 12 months of such time being awarded.
- g. AP Restricted Medical Faculty receive three weeks (15 scheduled workdays) free of clinical or fellowship duties, per academic year that may be taken in accordance with Graduate Medical Education (GME) policies. GME trainees are responsible for clinical care of the patients within the educational program and are not afforded the standard university holidays. The education committee of each individual training program has a set policy which guides the provision of national, state, and religious holidays.
- h. A/P faculty who work less than 40 hours per work week accrue annual leave on a pro-rated basis.
- i. Annual leave is accrued monthly on the 16th day of the month.
- j. Annual leave will not be accrued during any month in which the faculty member is on a leave without pay status.
- k. Those whose initial appointment or contract period begins in the middle of a month, leave begins

- c. AP Medical Faculty and TR Medical Faculty a maximum of 15 days (120) hours may be carried forward from leave year to the next
- d. Excess leave beyond the applicable 20/36 days (160/288 hours) or 15/36 days (120/216) will be purged after the last day of the leave year. Annual leave balances may exceed the carryover maximum (20/36 days or 15/36 days as applicable) during the leave year as a result of monthly accruals.
- e. AP Medical Restricted Faculty cannot carry forward any leave.

4. Maximum Payout

- a. Upon separation from the University faculty members covered by this policy will receive a lump sum payment of unused annual leave up to 15 days (120 hours).
- b. Faculty members can expect to receive the leave payout on the pay date subsequent to their last regular paycheck.
- c. AP Medical Restricted Faculty are not eligible for leave payout

G. PROCEDURES

AP Medical Restricted Faculty shall follow the leave procedures of their program and the Graduate Medical Education Program. All other faculty shall follow the procedures outlined below:

Supervisor's Approval

- 1. In the interest of work life balance a manager should attempt to approve an employee's request for annual leave when doing so does not adversely impact university operations.
- 2. Workload and office schedules should be arranged so as to allow each faculty member full benefit of his/her annual leave. It is not in the best interest of either the University or the individual member for the employee to work a full year with less than full annual leave.
- 3. Supervisor's Approval - 176 (r)8 (s)-4.3n a fuo 4.3n a 134 Tw 0.87 0 Td [(l)1 (n)2.9Pro1 (n)2.9P

6. If a faculty member could not have anticipated the need for a leave, the employee should request approval for the leave as soon as possible after leave begins.
7. In reviewing unanticipated request for approval, the supervisor should consider all relevant matters, including
  - a. the circumstances necessitating leave,
  - b. whether the employee should have anticipated the need, and
  - c. the promptness with which the employee contacted the supervisor.
8. When a faculty member takes leave time that was requested but not approved, the employee may be subject to the following:
  - a. the absence may be designated as unauthorized;
  - b. the faculty member may not be paid for the time missed;
  - c. the faculty member may also be subject to disciplinary action.

#### Applicable Use

1. Eligible faculty may request and, if approved, use annual leave on their last scheduled workday before separation from state service, including retirement. Annual leave balances remaining after separation will be paid up to the maximum as provided in this policy.
2. Annual leave may be used to receive full pay during periods of Short Term Disability or Long Term Disability working disability benefit less than 100% (hour for hour). [See DHRM Policy 4.57, Virginia Sickness and Disability Program](#)
3. Leave Sharing Faculty may donate from their accrued annual leave balance to other employees who are eligible to receive the donation. Donations are typically in 8-hour increments.

#### Leave Accrued, Used or Paid In Error

1. Each faculty member is accountable for knowing their correct leave balance and accrual rate. The failure of university systems or errors by responsible employees does not remove that responsibility.
2. If it is discovered that a faculty member has accrued or used annual leave in excess of the amount to which they were entitled, incorrect balances must be corrected, and the employee may be required to repay the university for leave taken in error. Repayment may be made by:
  - a. deducting the excess hours from the employee's current leave balance, if adequate;
  - b. deducting from future accruals until the amount of overuse is repaid;
  - c. deducting the equivalent value of the leave time from the employee's pay over a time deemed reasonable by the Vice President or designee; or
  - d. a combination of methods as deemed appropriate by Vice President or designee.
  - e. A written repayment agreement is required. If the faculty member does not complete repayment before separating from state service, the outstanding amount may be deducted from the final salary or leave payment.

H. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedule](#)

I. RESPONSIBLE OFFICE

Executive Director of Compensation and Talent Acquisition, Department of Human Resources

J. RELATED INFORMATION

[DHRM Policy #4.5 Virginia Sickness and Disability Program](#)

POLICY HISTORY

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Policy Formulation Committee (PFC) & Responsible Officer