

A decorative border composed of various colored triangles (maroon, teal, yellow, orange, blue, green) arranged in a grid-like pattern, framing the central text.

LEAVE SYSTEM

DEPARTMENT OF

TRAINING

HUMAN RESOURCES

MANUAL

2015

LIVE  LEARN  WORK

 **VirginiaTech**
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Authorization and Use

Proper Use and Information Privacy Considerations

Access as a leave representative is restricted to those who require access in order to fulfill their job responsibilities. The data steward for each operational area makes the final determination about what access is granted.

Employees who are granted access as a leave representative are responsible for protecting their access privileges. All employees should be familiar with the following policies: Acceptable Use Of Information Systems, and **Policy 7000: Acceptable Use and Administration of Computer and Communications Systems**. Violators may be subject to disciplinary and legal action.

PID sign-on enables tailored access based on the user's job function. **Therefore, logged on sessions should never be left unattended.**

Certain information in the leave system is sensitive and should be considered private. Information obtained from the leave system should never be shared outside the workplace or used for any purpose that is not related to assigned job responsibilities. Please refer to the guidelines for **Policy 4082: Appropriate Use of Electronic Personnel and Payroll Records**.

Leave Representative Access

To request access as a leave representative an online access request may be entered by going to <http://www.computing.vt.edu/content/banner-access>. Click on "For Finance, HR, Student Accounts Receivable, or Financial Aid use the Online Banner Access Form. You will login with your PID and password then proceed to fill out the request.

Please note: At the end of completing your access request online you will need to print the last page and have it signed by a Dean, Director or Department Head. This paper copy must be submitted to Department of Human Resources (Mail Code 0318).

Leave System Support

For questions in regards to the leave reporting system please send an email to leave@vt.edu.

General Leave Support

For general leave support please contact the HR Service Center at hrrservicecenter@vt.edu or 540-231-9331.

Leave System Introduction

The leave system allows employees and departmental leave representatives to enter time worked and/or leave usage for each leave period. The system automatically calculates leave earnings for each employee based on type of employee and years of service.

System Features

- Paperless
- Announcements
- Time worked entry for non-exempt staff employees
- Overtime calculations for non-exempt staff employees
- Online supervisor approvals
- Flexible routing
- Department management
- Email notifications

Leave System Process Configurations

The leave system allows for multiple ways to have the time worked and/or leave usage entered in the system. Each department should choose the process that works best for them. The different processes are listed below. If your department needs a variation to one of these please contact Human Resources to make sure the process will meet audit requirements.

Employee Enters/Routed to Supervisor

- Employee logs into the leave system using PID and PID password.
- Employee enters time worked and/or leave usage.
- Employee submits the report to the supervisor for approval.
- Supervisor approves/rejects the report in the system.
- Report for leave period is completed when approved in the system.

Employee Enters/Routed to Supervisor and Leave Representative

- Employee logs into the leave system using PID and PID password.
- Employee enters time worked and/or leave usage.
- Employee submits the report which is routed to both the supervisor and leave representative for approval.
- Supervisor and leave representative approves/rejects the report in the system. (Leave representative can be set up to approve before or after supervisor approval)
- Report for leave period is completed after all approvals are taken place the system.

Leave Representative Enters/Routed to Employee and Supervisor

- Leave representative logs into the leave system using PID and PID password.
- Leave representative enters time worked and/or leave usage on behalf of employee.
- Leave representative submits the report which is routed to both the employee and supervisor for approval.
- Employee and supervisor approves/rejects the report in the system.
- Report for leave period is completed after all approvals are taken place the system.

Leave Representative Enters/Routed to Supervisor

- Leave representative logs into the leave system using PID and PID password.
- Leave representative enters time worked and/or leave usage on behalf of employee.
- Leave representative submits the report which is routed to supervisor for approval.
- Supervisor approves/rejects the report in the system.
- Report for leave period is completed when approved in the system.

Leave Representative Enters/Report is Printed for Signature

- Leave representative logs into the leave system using PID and PID password.
- Leave representative enters time worked and/or leave usage on behalf of employee.
- Leave representative submits and prints the report for signatures.

Please Note: If the department keeps a paper copy of time worked and/or leave usage that is signed by supervisor and employee, this source document should be stapled to the printed copy from the leave system and kept in departmental files for 4 years.

Time Worked and/or Leave Usage Entry Procedures

The following procedures listed below are for time worked and/or leave usage entry into the leave system.

Staff Non-Exempt Employee Entry (Full-Time)

The following steps are for staff non-exempt full-time employees entering their own time worked and leave usage.

1. Log into <http://www.hr.vt.edu/leavereport> using your PID and PID password.
2. Under the **Pending Tasks** section on the home page click on **Report Leave and/or Time Worked** then click on a leave period for entry.
3. In the active boxes for the leave period enter the appropriate code for time worked (T) and leave usage (see box labeled Work and Leave Types for list of leave codes). You may also click on the plus sign (+) on each box to enter the hours. At the end of each work week will be a total of hours worked and leave usage. If you work over 40 hours in a work week the system will automatically calculate the overtime.

Please Note: Important messages, such as authorized closings, will appear above the calendar.

The screenshot displays the 'Leave Period 5 - May 10, 2015 to June 9, 2015' interface. It includes a calendar grid for May and June with days 09 through 12 of each month. Each day box contains a time code (e.g., 8T, 10T, 8OT) and a plus sign (+). A red box highlights 'Week 3' with a total of '60T 44T'. To the right, a 'Leave Balances' table shows various leave types and their balances. Below the calendar, a 'Work and Leave Types' section lists commonly used codes: Annual Used (A), Personal Sick Used (PS), Family Personal Used (FP), Bonus Leave Used (B), and Compensatory (C). At the bottom, there is a checkbox for 'I certify this leave report is correct and I have not used any other leave since the last report submitted.' and buttons for 'Save', 'Save and Submit', and 'Approver:'.

	BEGIN	EARNED	USED	NEW
ANNUAL	99.46	5.25	0.00	104.71
COMP	14.00	0.00	0.00	14.00
COMPOT	6.00	6.00	0.00	12.00
PER Sick	65.00	0.00	2.00	63.00
FAM Pers	0.00	0.00	0.00	0.00
Sic	0.00	0.00	0.00	0.00
BNK	0.00	0.00	0.00	0.00
VRS	0.00	0.00	0.00	0.00
CRT	0.00	0.00	0.00	0.00
CSU	16.00	0.00	0.00	16.00
BONUS	0.00	0.00	0.00	0.00

Entry type	Code
Annual Used	A
Personal Sick Used	PS
Family Personal Used	FP
Bonus Leave Used	B
Compensatory	C

4. Click on the **Save** button. If you are not ready to submit the leave report at this time then you may exit the system.
5. When you are ready to submit the report you will need to checkmark the box beside the verify statement then click on the button labeled **"Save and Submit"**.

Please Note: Depending on the departmental set up either the leave representative's or supervisor's PID will be listed in the Approver box. If this is not correct please contact your departmental leave representative before submitting the report.

- An email will be sent to notify the approver that the report is ready for review. If there is an error they will have the option to reject the report which will be returned back to you for correction.
- Once the report has been approved you will receive a confirmation email.

Staff Non-Exempt Employee Entry (Part-Time)

The following steps are for staff non-exempt part-time employees entering their own time worked and leave usage.

- Log into <http://www.hr.vt.edu/leavereport> using your PID and PID password.
- Under the **Pending Tasks** section on the home page click on **Report Leave and/or Time Worked** then click on a leave period for entry.
- In the active boxes for the leave period enter the appropriate code for time worked (T) and leave usage (see box labeled Work and Leave Types for list of leave codes). You may also click on the plus sign (+) on each box to enter the hours. At the end of each work week will be a total of hours worked and leave usage. The system will automatically calculate hours worked over the normal schedule and overtime for over 40 hours worked.

Pending Tasks

1 Report Leave and/or Time Worked

Leave Period 5 - May 10, 2015 through June 9, 2015

Please Note: Important messages, such as authorized closings, will appear above the calendar.

Leave Period 5 - May 10, 2015 to June 9, 2015

May

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
09	10	11 8T	12 8T	13 8T	14 8T	15 8T	Week 1 40T
16	17	18 8T	19 8T	20 8T	21 8T	22 8T	Week 2 40T
23	24	25 8T	26 8T	27 10T	28 10T	29 8T 8OTI	Week 3 60TE 44T

June

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
30	31	01 1PS 7T	02 1PS 7T	03 8T	04 8T	05 8T	Week 4 2PS 38T
06	07	08 8T	09 8T	10	11	12	Week 5 16T

Leave Balances

	BEGIN	EARNED	USED	NEW
ANNUAL	99.46	5.25	0.00	104.71
COMP	14.00	0.00	0.00	14.00
COMPOT	6.00	6.00	0.00	12.00
PERICK	65.00	0.00	2.00	63.00
FAMERS	0.00	0.00	0.00	0.00
SIC	0.00	0.00	0.00	0.00
BNK				
VRS	0.00	0.00	0.00	0.00
CRT				
CSU	16.00	0.00	0.00	16.00
BONUS	0.00	0.00	0.00	0.00

Work and Leave Types

Commonly used

Entry type	Code
Annual Used	A
Personal Sick Used	PS
Family Personal Used	FP
Bonus Leave Used	B
Compensatory	C

Less Commonly used

I certify this leave report is correct and I have not used any other leave since the last report submitted. ☒

Save

Save and Submit

Approver:

- Click on the **Save** button. If you are not ready to submit the leave report at this time then you may exit the system.

7

- When you are ready to submit the report you will need to checkmark the box beside the verify statement then click on the button labeled **"Save and Submit"**.

Please Note: Depending on the departmental set up either the leave representative's or supervisor's PID will be listed in the Approver box. If this is not correct please contact your departmental leave representative before submitting the report.

- An email will be sent to notify the approver that the report is ready for review. If there is an error they will have the option to reject the report which will be returned back to you for correction.
- Once the report has been approved you will receive a confirmation email.

Faculty/Staff Exempt Employee Entry

The following steps are for faculty/staff exempt employees entering their own leave usage. These employees are not required to enter time worked.

- Log into <http://www.hr.vt.edu/leavereport> using your PID and PID password.
- Under the **Pending Tasks** section on the home page click on **Report Leave and/or Time Worked** then click on a leave period for entry.
- In the active boxes for the leave period enter the appropriate leave usage code (see box labeled Work and Leave Types for list of leave codes). You may also click on the plus sign (+) on each box to enter the hours. At the end of each work week will be a total of leave usage.

Pending Tasks

Report Leave and/or Time Worked

Leave Period 5 - May 10, 2015 through June 9, 2015

Please Note: Important messages, such as authorized closings, will appear above the calendar.

Leave Period 5 - May 10, 2015 to June 9, 2015

May

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
09	10	11	12	13	14	15	Week 1
16	17	18	19	20	21	22	Week 2
		8A					8A
23	24	25	26	27	28	29	Week 3
			3PS				3PS

June

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
30	31	01	02	03	04	05	Week 4
		2PS				1AC	2PS 1AC
06	07	08	09	10	11	12	Week 5

Leave Balances

	BEGIN	EARNED	USED	NEW
ANNUAL	99.46	5.25	8.00	96.71
COMP	14.00	0.00	0.00	14.00
COMPOT	6.00	0.00	0.00	6.00
PER Sick	65.00	0.00	5.00	60.00
FAM PERS	0.00	0.00	0.00	0.00
SIC	0.00	0.00	0.00	0.00
BNK				
VRS	0.00	0.00	0.00	0.00
CRT				
CSU	16.00	0.00	0.00	16.00
BONUS	0.00	0.00	0.00	0.00

Work and Leave Types

Commonly used

Entry type	Code
Annual Used	A
Personal Sick Used	PS
Family Personal Used	FP
Bonus Leave Used	B
Compensatory	C

Less Commonly used

I certify this leave report is correct and I have not used any other leave since the last report submitted. ☒

Save

Save and Submit

Approver:

4. Click on the **Save** button. If you are not ready to submit the leave report at this time then you may exit the system.
5. When you are ready to submit the report you will need to checkmark the box beside the verify statement then click on the button labeled "**Save and Submit**".

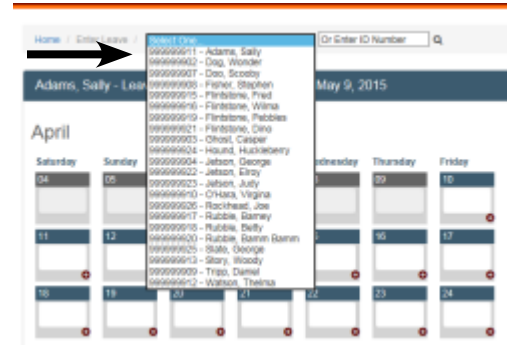
Please Note: Depending on the departmental set up either the leave representative's or supervisor's PID will be listed in the Approver box. If this is not correct please contact your departmental leave representative before submitting the report.

6. An email will be sent to notify the approver that the report is ready for review. If there is an error they will have the option to reject the report which will be returned back to you for correction.
7. Once the report has been approved you will receive a confirmation email.

Approve/Reject Report for Staff Non-Exempt Employees

Follow these steps to approve or reject reports that have been submitted for staff non-exempt employees.

1. Log into <http://www.hr.vt.edu/leavereport> using your PID and PID password.
2. Under the **Pending Tasks** section on the home page click on **Approve employee leave** then click the leave period for review.
3. At the top the screen click on the drop list to select an employee's name or enter a VT ID number and click on the search icon.



4. Review each work week. If the time worked and/or leave usage is correct then click on the **Approve** button beside each week. If there needs to be a correction to the work week then click on the **Reject** button.

Please Note: The Approve or Reject button must be selected for each work week before the report can be submitted.

5. If the report is ready to be approved then click on the **Approve** button at the bottom of the screen.

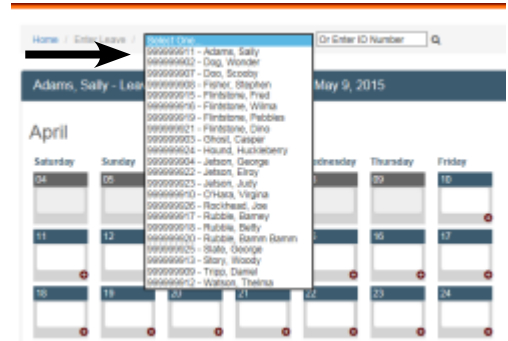
Approve

If the report needs to have a correction a comment field will appear once a reject button is selected. An explanation on why the report is being rejected will need to be entered. This information will be sent in an email to the person who submitted the report so that they can make the correction and re-submit it.

Approve/Reject Report for Faculty/Staff Exempt Employees

Follow these steps to approve or reject reports that have been submitted for faculty/staff employees.

1. Log into <http://www.hr.vt.edu/leavereport> using your PID and PID password.
2. Under the **Pending Tasks** section on the home page click on **Approve employee leave** then click the leave period for review.
3. At the top the screen click on the drop list to select an employee's name or enter a VT ID number and click on the search icon.
4. Review the leave usage. If the leave usage is correct then click on the **Approve** button at the bottom. If there needs to be a correction then click on the **Reject** button.



The screenshot shows the leave report interface for the period 'January 10, 2015 to February 9, 2015'. The interface is divided into two main sections: January and February. Each section contains a grid of days with leave usage indicators. For example, in January, the 11th is marked '8AC', the 25th is marked '8A', and the 26th is marked '8A'. In February, the 1st is marked '8A', the 2nd is marked '8A', and the 3rd is marked '8A'. At the bottom right of the interface, there are two buttons: 'Approve' and 'Reject'. A black arrow points to the 'Reject' button.

If the report needs to have a correction a comment field will appear once a reject button is selected. An explanation on why the report is being rejected will need to be entered. This information will be sent in an email to the person who submitted the report so that they can make the correction and re-submit it.

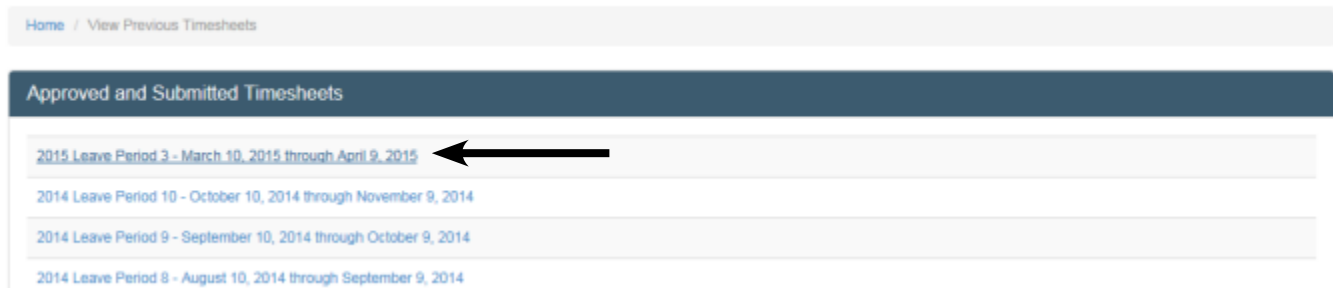
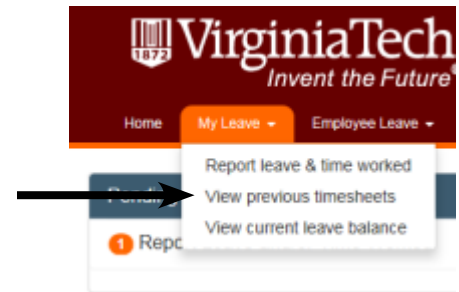
The screenshot shows the leave report interface after a reject action. A comment field has appeared at the bottom of the interface. The comment text is 'Need to use personal sick for 1 hour missed on the 9th'. Below the comment field are two buttons: 'Approve' and 'Reject'. A black arrow points to the 'Reject' button.

Recall a Report

Follow these steps to make a correction to a leave report that has been submitted.

1. Log into **<http://www.hr.vt.edu/leavereport>** using your PID and PID password.
2. Under the **My Leave** option on the main menu click on **View previous timesheet**.
3. Click on the appropriate leave period to make a correction.

Please Note: If the approver has already approved the report the option to recall the report will not be available.



4. Click on the **Recall** button at the bottom of the screen.



5. Make the appropriate changes, checkmark the box beside the verify statement then click on the button labeled **"Save and Submit"**.
6. The approver will be notified that the report is ready for review.

Correct a Returned Report

Follow these steps to make a correction to a leave report that has been rejected by the assigned approver. When an approver rejects a leave report an email notification should be sent explaining why the report was rejected.

1. Log into <http://www.hr.vt.edu/leavereport> using your PID and PID password.
2. Under the **Pending Tasks** section on the home page click on **Report Leave and/or Time Worked** then click the leave period that needs to be corrected.
3. Make the appropriate changes, checkmark the box beside the “**Verify timesheet data**” then click on the button labeled “**Save and Submit**”.

Pending Tasks

Report Leave and/or Time Worked

Leave Period 1 - January 10, 2015 through February 9, 2015

Leave Period 2 - February 10, 2015 through March 9, 2015

Leave Period 3 - March 10, 2015 through April 9, 2015

Leave Period 4 - April 10, 2015 through May 9, 2015

Leave Period 3 - March 10, 2015 to April 9, 2015

Notice 1: Authorized closing on April 2nd, 2015.

March

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
07	08	09	10	11	12	13	Week 1
14	15	16	17	18	19	20	Week 2
		8A					8A
21	22	23	24	25	26	27	Week 3
			3FP				3FP

April

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
28	29	30	31	01	02	03	Week 4
		2PS			8AC		2PS 8AC
04	05	06	07	08	09	10	Week 5

Save

Verify timesheet data ☒

Save and Submit

Approver:

Leave Balances

	BEGIN	EARNED	USED	NEW
ANNUAL	87.21	0.00	8.00	79.21
COMP	14.00	0.00	0.00	14.00
COMPOT	0.00	0.00	0.00	0.00
PER SICK	77.00	0.00	2.00	75.00
FAM PERS	40.00	0.00	3.00	37.00
SIC	0.00	0.00	0.00	0.00
BNK				
VRS	0.00	0.00	0.00	0.00
CRT				
CSU	16.00	0.00	0.00	16.00
BONUS	0.00	0.00	0.00	0.00

Work and Leave Types


Commonly used

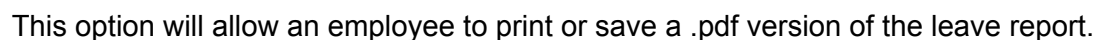
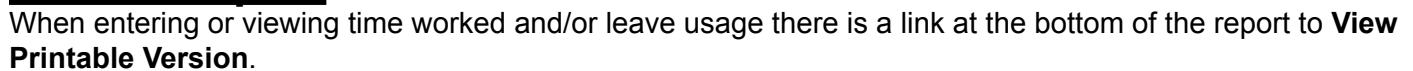
Entry type	Code
Annual Used	A
Personal Sick Used	PS
Family Personal Used	FP
Bonus Leave Used	B
Compensatory	C

Less Commonly used

4. The approver will be notified that the report is ready for review.

Follow these steps to view previous reports that have been approved and submitted.

- 
- A screenshot of the Virginia Tech Workday interface. The top navigation bar is maroon with the Virginia Tech logo and the text 'VirginiaTech Invent the Future'. Below the navigation bar, there are three tabs: 'Home', 'My Leave', and 'Employee Leave'. The 'My Leave' tab is highlighted in orange. A black arrow points to the 'My Leave' tab, which has opened a dropdown menu. The dropdown menu contains three options: 'Report leave & time worked', 'View previous timesheets', and 'View current leave balance'. Below the dropdown menu, there is a red circle with the number '1' and the text 'Report'.



- 05/24/2015; Annual Earned - 4 hours

Leave Representative Procedures

Listed below are the step-by-step entry procedures for leave representatives in the leave system.

Leave Rep - Staff Non-Exempt Employee Entry (Full-Time)

The following steps are for entering time worked and leave usage for staff non-exempt full-time employees.

1. Log into <http://www.hr.vt.edu/leavereport> using your PID and PID password.
2. Under the **Pending Tasks** section on the home page click on **Enter Time as a Leave Representative** then click on a leave period for entry.
3. At the top the screen click on the drop list to select an employee's name or enter a VT ID number and click on the search icon.
4. In the active boxes for the leave period enter the appropriate code for time worked (T) and leave usage (see box labeled Work and Leave Types for list of leave codes). You may also click on the plus sign (+) on each box to enter the hours. At the end of each work week will be a total of hours worked and leave usage. If an employee works over 40 hours in a work week the system will automatically calculate the overtime.

The screenshot shows the top portion of the leave report entry system. At the top, there is a search bar with a dropdown menu for selecting an employee. Below this is a calendar view for the month of May 2015. The calendar is organized by week, with days of the week (Saturday through Friday) as columns. Each day has a box for entering time worked or leave usage. A search bar is located at the top right of the calendar area.

Please Note: Important messages, such as authorized closings, will appear above the calendar.

The screenshot shows the main leave report entry interface. It includes a calendar for May and June 2015, a summary table for leave balances, and a list of work and leave types. The calendar is organized by week, with days of the week (Saturday through Friday) as columns. Each day has a box for entering time worked or leave usage. The summary table shows the beginning, earned, used, and new leave balances for various leave types. The list of work and leave types provides a reference for the codes used in the calendar.

	BEGIN	EARNED	USED	NEW
ANNUAL	49.00	4.00	0.00	53.00
COMP	0.00	0.00	0.00	0.00
COMPOT	0.00	3.00	0.00	3.00
PERSICK	48.00	0.00	8.00	40.00
FAMPERS	32.00	0.00	0.00	32.00
SIC	0.00	0.00	0.00	0.00
BNK	0.00	0.00	0.00	0.00
VRS	0.00	0.00	0.00	0.00
CRT	0.00	0.00	0.00	0.00
CSU	16.00	0.00	0.00	16.00
BONUS	0.00	0.00	0.00	0.00

Entry type	Code
Annual Used	A
Personal Sick Used	PS
Family Personal Used	FP
Bonus Leave Used	B
Compensatory	C

5. Click on the **Save** button. If you are not ready to submit the leave report at this time then you may exit the system.
6. When you are ready to submit the report you will need to checkmark the box beside the verify statement then click on the button labeled **Save and Submit**.

Please Note: If the employee cannot electronically sign the leave report please see the section labeled **Employee Paper Signature Option** on page 18.

- Depending on departmental procedures the report will be routed to either the employee or supervisor or may be printed for signatures. If routed, an email notification will be sent to the next person for review. If the employee approves the report in the system then it will be routed next to the supervisor for their approval.

Leave Rep - Staff Non-Exempt Employee Entry (Part-Time)

The following steps are for entering time worked and leave usage for staff non-exempt part-time employees.

- Log into <http://www.hr.vt.edu/leavereport> using your PID and PID password.
- Under the **Pending Tasks** section on the home page click on **Enter Time as a Leave Representative** then click on a leave period for entry.
- At the top the screen click on the drop list to select an employee's name or enter a VT ID number and click on the search icon.
- In the active boxes for the leave period enter the appropriate code for time worked (T) and leave usage (see box labeled Work and Leave Types for list of leave codes). You may also click on the plus sign (+) on each box to enter the hours. At the end of each work week will be a total of hours worked and leave usage. The system will automatically calculate hours worked over the normal schedule and overtime for over 40 hours worked.

Please Note: Important messages, such as authorized closings, will appear above the calendar.

	BEGIN	EARNED	USED	NEW
ANNUAL	49.00	4.00	0.00	53.00
COMP	0.00	0.00	0.00	0.00
COMPOT	0.00	3.00	0.00	3.00
PERICK	48.00	0.00	8.00	40.00
FAMPER	32.00	0.00	0.00	32.00
SIC	0.00	0.00	0.00	0.00
BNK				
VRS	0.00	0.00	0.00	0.00
CRT				
CSU	16.00	0.00	0.00	16.00
BONUS	0.00	0.00	0.00	0.00

Entry type	Code
Annual Used	A
Personal Sick Used	PS
Family Personal Used	FP
Bonus Leave Used	B
Compensatory	C

- Click on the **Save** button. If you are not ready to submit the leave report at this time then you may exit the system.

- When you are ready to submit the report you will need to checkmark the box beside the verify statement then click on the button labeled **"Save and Submit"**.

Please Note: If the employee cannot electronically sign the leave report please see the section labeled **"Employee Paper Signature Option"** on page 18.

- Depending on departmental procedures the report will be routed to either the employee or supervisor or may be printed for signatures. If routed, an email notification will be sent to the next person for review. If the employee approves the report in the system then it will be routed next to the supervisor for their approval.

Leave Rep - Faculty/Staff Exempt Employee Entry

The following steps are for entering leave usage for faculty/staff exempt employees.

- Log into <http://www.hr.vt.edu/leavereport> using your PID and PID password.
- Under the **Pending Tasks** section on the home page click on **Enter Time as a Leave Representative** then click on a leave period for entry.
- At the top the screen click on the drop list to select an employee's name or enter a VT ID number and click on the search icon.
- In the active boxes for the leave period enter the appropriate leave usage code (see box labeled Work and Leave Types for list of leave codes). You may also click on the plus sign (+) on each box to enter the hours. At the end of each work week will be a total of leave usage.

Please Note: Important messages, such as authorized closings, will appear above the calendar.

Leave Period 5 - May 10, 2015 to June 9, 2015

May

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
09	10	11	12	13	14	15	Week 1 16S
16	17	18	19	20	21	22	Week 2
23	24	25	26	27	28	29	Week 3

June

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
30	31	01	02	03	04	05	Week 4 40A
06	07	08	09	10	11	12	Week 5

I certify this leave report is correct and this employee has not used any other leave since the last report submitted. ☒

Save **Save and Submit** **Employee Does Not Sign**

Approver:

Leave Balances

	BEGIN	EARNED	USED	NEW
ANNUAL	237.00	8.00	40.00	205.00
SICK	1040.00	0.00	16.00	1024.00
COMP	0.00	0.00	0.00	0.00
FAM SICK	80.00	0.00	0.00	80.00
VRS	0.00	0.00	0.00	0.00
CRT				

Work and Leave Types

Commonly used

Entry type	Code
Annual Used	A
Sick Used	S
Family Sick	FS
Compensatory	C

Less Commonly used

- Click on the **Save** button. If you are not ready to submit the leave report at this time then you may exit the system.
- When you are ready to submit the report you will need to checkmark the box beside the verify statement then click on the button labeled **"Save and Submit"**.

Please Note: If the employee cannot electronically sign the leave report please see the section labeled **"Employee Paper Signature Option"** on page 18.

- Depending on departmental procedures the report will be routed to either the employee or supervisor or may be printed for signatures. If routed, an email notification will be sent to the next person for review. If the employee approves the report in the system then it will be routed next to the supervisor for their approval.

Employee Paper Signature Option

Use the following steps if an individual employee is unable to electronically sign their leave report and a paper signature will be obtained.

- Log into **<http://www.hr.vt.edu/leavereport>** using your PID and PID password.
- Under the **Pending Tasks** section on the home page click on **Enter Time as a Leave Representative** then click on a leave period for entry.
- At the top the screen click on the drop list to select an employee's name or enter a VT ID number and click on the search icon.
- In the active boxes for the leave period enter the appropriate code for time worked and/or leave usage.
- Click on the **Save** button.
- You will need to checkmark the box beside the verify statement then click on the button labeled **"Employee Does Not Sign"**. The leave report will be sent to the approver for their review.

June

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
30	31	01 8A	02 8A	03 8A	04 8A	05 8A	Week 4 40A
06	07	08	09	10	11	12	Week 5

I certify this leave report is correct and this employee has not used any other leave since the last report submitted. ☒

Save Save and Submit Employee Does Not Sign

Approver:

[View Printable Version](#)

- Click on **View Printable Version** link at the bottom of the screen to print a .pdf paper copy of the leave report for the employee to sign. Please retain this report in the departmental files.

Correcting an Approved Leave Report

Once a leave report has been approved a leave representative can make corrections in the system only up to one leave period prior to the current leave period. If a correction needs to be made to any other previous leave periods the correction will need to be made by Human Resources.

Overtime Procedures

If a staff non-exempt employee works over 40 hours in a work week the leave system is designed to calculate overtime and the employee will receive leave compensation. If a department decides to pay the employee the overtime instead of receiving the leave compensation then the departmental leave representative should send an email to **leave@vt.edu** with the following information so that the overtime hours that have been paid are removed from the system.

- Employee's Name
- VT ID Number
- Hours Paid
- Salary pay period in which hours were paid

The hours cannot be removed from the leave system until payment has been verified from Banner.

Department Routing

Departments have the ability to create and manage departmental routing rules for time worked and leave usage entry. These rules can be established for each individual department according to their departmental procedures. **Please Note:** Only a person with leave representative access will have these options.

The system has the following routing options available or a department may create a customized routing rule.

Default

Supervisor Approval

LvRepAfter

Supervisor Approval ----> Leave Rep Approval

LvRepBetween

Leave Rep Approval ----> Supervisor Approval

Customize

A customized routing rule can be created with the following check points:

- Employee
- Leave Rep
- Supervisor
- Department Head

Please Note: If a leave representative enters time worked and/or leave usage for an employee the report will be routed first to the employee for their approval then to the supervisor unless the option “Employee does not sign” is selected under the Manage Department section.

Create Route

The following steps are for creating a customize departmental routing rule.

1. Log into <http://www.hr.vt.edu/leavereport> using your PID and PID password.
2. Under the **Department Routing** section in the menu bar click on **Create Route**.
3. In the **Route Name** field enter a name for the customize routing.
4. Click on **Add Checkpoint** and select a type to add to the route. There are arrows under the Order column to adjust the order of the routing or click on the Reset Order button to clear the information.
5. After the routing order has been established click on the **Create Route** button and select from the following the options:
 - Assign to select depts
 - Assign to all depts
 - Without assigning to any depts

Checkpoint	Approval	Order
Employee	✓	
Supervisor	✓	↑ ↓
Department Head	✓	↑ ↓

Create Route Details

Route Name: Dept Head


Add Checkpoint Reset Order


Create Route Cancel

...and assign to select depts
...and apply to all 1 depts
...without assigning to any depts

Manage Route

This feature allows recommended or departmental routing to be assigned or removed from all departments.

1. Log into **<http://www.hr.vt.edu/leavereport>** using your PID and PID password.
2. Under the **Department Routing** section in the menu bar click on **Manage Route**.
3. To assign either a recommended or departmental routing rule to all departments click on the **Assign to all** link.
4. To delete a departmental route that was created click on the trash can icon  .

Route Management		
Recommended routes		Assigned to
Default	2 of 2 depts	Assign to all
LvRepAfter	0	Assign to all
LvRepBetween	0	Assign to all
Departmental routes		Assigned to
Dept Head Route	0	Assign to all 
Create route		

Manage Department

This feature allows departmental management for supervisors, proxies, rules and route assignments.

1. Log into **<http://www.hr.vt.edu/leavereport>** using your PID and PID password.
2. Under the **Department Routing** section in the menu bar click on **Manage Department**.
3. Click on the department number to manage.

Departmental Management		
Search: <input type="text"/>		
Dept #	Name	Route
046500	Organizational Development	Default
099000	Dino Organization	Default

Showing 1 to 2 of 2 entries

Assigning a Supervisor for Leave Approval

- If a supervisor is not assigned or if needs to be changed click on the change icon on the right-hand side.



- Next click on the **Assign supervisor** link.

Employee Position	Employee	Supervisor Position	Supervisor	Proxy Position	Proxy	Proxy Begin	Proxy End	
✓ PBT011	Adams, Sally		[vacant - .] • Assign supervisor • Assign proxy					

- From the drop down list select the appropriate supervisor or select the option to enter the position number.

Employee		Supervisor
Position	Name	
PBT011	Adams, Sally	
		<div><div>Select supervisor</div><div>Enter position #</div><div>Assign Cancel</div></div>

If selected to enter a position enter the supervisor's 6-digit position number.


Employee		Supervisor
Position	Name	Position
PBT011	Adams, Sally	<input type="text" value="PBT012"/> Watson, Thelma
		<div><div>Assign</div><div>Back</div></div>



- Click on the **Assign** button to associate the supervisor for leave approval. A confirmation should appear on the next screen.

Current Supervisor Routing - Dino Organization	
✓ Thelma Watson (PBT012) is now the leave supervisor for Sally Adams (PBT011)	
Search: <input type="text"/>	

Assigning a Proxy


This feature will allow another person to approve an employee's leave report in the supervisor's absence. A proxy should only be assigned on a temporary basis if the supervisor will not be available to approve the leave report.

- To assign a proxy click on change icon on the right-hand side. 
- Next click on the **Assign proxy** link.

Employee Position	Employee	Supervisor Position	Supervisor	Proxy Position	Proxy	Proxy Begin	Proxy End	
PBT011	Adams, Sally	PBT012	Watson, Thelma					
			<ul style="list-style-type: none">• Assign supervisor• Assign proxy					

- Enter the proxy's six-digit position number and the start and end dates in the duration section.
- Click on the **Assign** button.

Assign Proxy

Supervisor Position	Name	Proxy	Duration
PBT012	Watson, Thelma	<input type="text" value="PBT022"/> <small>Q. Jetson, Elroy</small>	<input type="text" value="05/18/2015"/> to <input type="text" value="05/25/2015"/>
			<input type="button" value="Assign"/> <input type="button" value="Cancel"/>

- A confirmation will appear at the top of the screen and the proxy will now appear beside the supervisor's name.

Current Supervisor Routing - Dino Organization									
✓ Elroy Jetson (PBT022) is now a leave proxy for for Thelma Watson (PBT012)									
Search: <input type="text"/>									
Employee Position	Employee	Supervisor Position	Supervisor	Proxy Position	Proxy	Proxy Begin	Proxy End		
✓ PBT011	Adams, Sally	PBT012	 Watson, Thelma	PBT022	Jetson, Elroy	2015-05-18	2015-05-25		

Department Rules

Departments have the option to assign leave reporting rules according to their departmental procedures. Rules can be applied to the specific departments that are selected in the system. The following rules can be applied:

- **Employee cannot enter leave** - This option does not allow employees to log into the leave reporting system to enter time worked or leave usage. Employees would need to provide time worked and/or leave usage documentation to the leave representative.
- **Employee does not sign** - This option does not allow employees to approve their online time worked or leave usage reports.
- **Requires paper copy** - This option requires employees to provide documentation of time worked and/or leave usage to the leave representative. The leave representative will then enter the information into the system then route the report to the supervisor for online approval.

To assign a leave reporting rule click on the **Edit Rules** button.

099000 Dino Organization

Department Rules:

Rules	Applied
Employee cannot enter leave	<input type="checkbox"/>
Employee does not sign	<input type="checkbox"/>
Requires paper copy	<input type="checkbox"/>

[Edit Rules](#)

Place a checkmark beside the rule to be applied and click on the **Save** button.

Rule Management

[Save](#) [Cancel](#)

Rule	Applied
Employee cannot enter leave	<input type="checkbox"/>
Employee does not sign	<input type="checkbox"/>
Requires paper copy	<input type="checkbox"/>

Route Assignment

The system has the option to assign a specific routing assignment to an individual department.

- To assign a routing rule click on the **Edit Route** Assignment button.

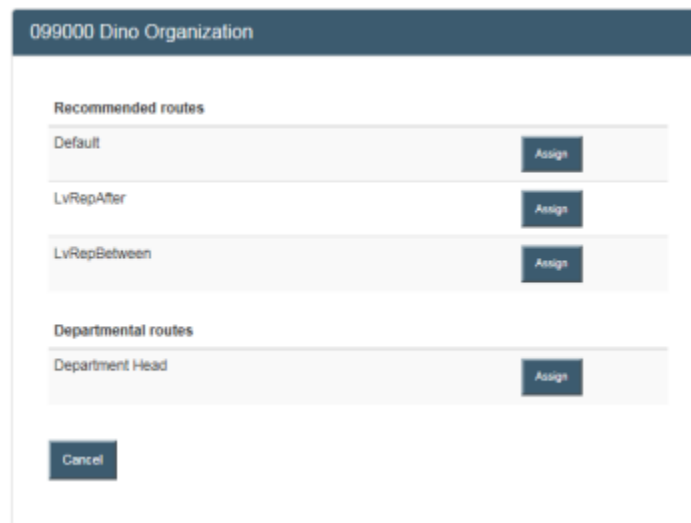


099000 Dino Organization

Route Name: Edit Route Assignment

Checkpoint Approval

- Click on the **Assign** button beside the route name.



099000 Dino Organization

Recommended routes

Default	Assign
LvRepAfter	Assign
LvRepBetween	Assign

Departmental routes

Department Head	Assign
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Cancel

Leave Reports

The following leave reports are available in the HRIS web reporting system. The web reporting system can be access at <https://webapps.es.vt.edu/webreport/submit>.



The screenshot shows the login interface for the Virginia Tech Enterprise Systems Report Submission system. At the top, there is a header with the Virginia Tech logo on the left and the text "Enterprise Systems" and "Report Submission" on the right. Below the header is a login box titled "ES Report Submission". Inside this box, there are two input fields: "Oracle Banner userid" and "Password". Below these fields is a "Login" button. At the bottom of the page, there is a notice: "Normal hours of operation for the warehouse are 7:30 am through 11:30 pm. Login to the system is allowed only during the warehouse hours of operation. Reports running at 11:30 pm will be terminated and must be resubmitted the next day."

Leave Representatives are given access to a folder in the web reporting system called Leave Reports to run reports related to the leave reporting system.

Leave Reports

Classified Employees by Dept Leave Report - Year, Count, On Time, Late, Not Done

Departmental Yearly Leave Usage - Summary of leave usage

Leave Balances by Organization - Name, ID, Last Leave Submitted, Max Annual Carry Over, Annual, Bonus, Comp, Auth Close, Overtime, Family Personal (VSDP), Sick, Personal Sick (VSDP), Annual Earned, Sick Earned

Leave Comp Days Remaining - Earned, Expired, ID Number, Name, Hours Remain

Leave Entry Checklist - ID Number, Name, Class, User ID, Activity Date, User Last Updated Date, Employee Digitally Signed Date, Supervisor Signed Date, Supervisor Name

Leave Entry Verification - Verification of leave period

Leave Individual Activity List - Leave Balances, Corrections, Leave Activity, Usage Balances, Comp Activity, LBAL Records

The web reporting manual can be downloaded at - <http://www.hrapps.hr.vt.edu/resourceguide/docs/HRISWebReportManual.pdf>

Leave Abbreviations/Definitions

T	Time Worked	This code is used to reflect time worked for non-exempt staff employees. Example: Employee puts 8T into the leave system to show hours worked.
A	Annual Used	This code is used to reflect employee's annual leave usage. Example: An employee goes on vacation for a week. The employee puts 8A into the leave system on each day they were off from work.
AC	Authorized Closing	This code is used when the university is closed due to inclement weather or football game. This can be full or partial days. Example: The university is closed January 10th due to an ice storm.
ACW	Authorized Closing Worked	This code is used when an employee is required to work when the university is closed due to football game or weather. Most of who work are designated as essential or emergency personnel. This designation is indicated on the P112 or by the supervisor. If an employee works but is not required to stay, they will not get ACW. Example: An employee is required to work 8 hours during an authorized closing.
ACU	Authorized Closing Used	This code is used when an employee has earned hours by working during an authorized closing. Example: An employee takes 6 hours off January 20th for the hours they worked when the university was closed due to the inclement weather or football game.
ADM	Civil Administrative	This code is used for jury duty, summons to court or interviews at other state agencies. Documentation (copy of summons or subpoena) must be attached to leave report and retained in department files. Example: An employee has jury duty during the month of March.
BMOD	Bone Marrow/Organ Donor	Full-time classified non-probationary employees are allowed up to 30 workdays of paid leave in any calendar year, in addition to other paid leave, to donate bone marrow or organs. This code is entered and monitored by Human Resources. Example: An employee donates bone marrow to someone. Human Resources would enter BMOD in the leave reporting system for the applicable dates.

C	Compensatory	<p>This code is used by employees who had worked a holiday, authorized closing, or earned STOT previously and took time off at a later date.</p> <p>Example: An employee works Labor Day and takes October 1 off from work. They may use the day earned for working Labor Day in place of another type of leave for October 1.</p>
CS	Community Service School Assistance/Volunteer Service Leave	<p>The state provides classified employees up to 16 hours leave each calendar year for service within their communities. This code may be used: by volunteer fire departments/rescue squad members to respond to emergencies, to attend school functions or volunteer for school projects, or to provide voluntary “hands-on” service to community. This leave cannot be carried forward from one leave year to the next or be paid out upon separation. Example: An employee takes May 3rd off to chaperone a field trip for their child’s school.</p>
FFL	Faculty Family Leave	<p>This code is used by faculty for up to 10 days of paid family leave for the birth or adoption of a child.</p> <p>Example: A faculty member uses this time after having a baby.</p>
H	Holiday Used	<p>This code is used by employees taking a holiday on the date it occurs. Example: An employee is off work on July 4th.</p>
W	Holiday Worked	<p>This code is used when a holiday occurs and an employee works. The employee has until the holiday occurs again to use it, otherwise they will lose it. If the employee does not work the holiday, the leave code needs to be changed from “W” to “H”. Example: An employee works Labor Day. This day may be taken off at a later date.</p>
MIL	Military	<p>This code is used for employees who are in the National Guard, Reserves or are Military Retirees who are called to active duty. These employees are allowed 15 days in a Federal fiscal year (October 1-September 30). Example: An employee goes on 2 week training in the summer.</p>
OTC	Overtime Compensatory	<p>This code is used when an employee wants to use overtime hours that they have earned. Example: An employee wants to take a day off and uses overtime hours instead of annual leave.</p>

OTE	Overtime Earned	This code is used when an employee earns overtime (compensatory leave) for hours worked. These hours can be accumulated to a maximum of 240 hours and carried over from year to year. These employees are normally non-exempt. Example: An employee works 45 hours in a workweek. The employee has 5 hours overtime leave earned at the 1 ½ time rate to be taken later. OTE is entered in the leave system as 7.5 OTE (5 hours overtime x 1 ½ = 7.5).
STOT	Straight-Time Overtime Compensatory Earned	This code is used when an employee earns straight-time overtime (hour-for-hour) for working over their normal work schedule. These hours can be accumulated to a maximum of 240 hours and must be used within one year. Example: An employee works Monday until 8:00 PM (3 hours over their normal work schedule), but doesn't work on Wednesday therefore they didn't work over 40 hours in the workweek. The employee can be granted 3 hours straight-time compensatory for working over their normal schedule.
WC	Workers Compensation	This code is used while an employee is out on Workers' Compensation due to a work related injury. Example: An employee out on Workers' Compensation uses this time until they are able to return to work.
<u>If on old sick leave plan</u>		
FS	Family Sick	This code is to be used when employees are off with a family member who is ill. State rules on Family Sick Leave apply. Classified staff are credited with 48 hours FS and faculty are credited with 80 hours FS on January 10th of each year. This not additional sick leave, family sick leave comes out of the employee's sick leave balance. Example: An employee is off work with a sick child. The employee would put 8FS on the date they were off work.
S	Sick Used	This code is used when an employee is off from work because of sickness or doctor's appointments. Example: An employee was off sick on the 16th of the month. The employee puts 8S into the leave system on the 16th date.
<u>If on VSDP Plan</u>		
FP	Family Personal Used	This code is used when an employee is off work for an illness of a family member or they need to take care of personal business. Example: An employee takes their child to a doctor's appointment.

PS	Personal Sick Used	This code is used when an employee is off work for personal sickness or doctor's appointment. Example: An employee who is on VSDP is off work three days due to personal sickness. The employee would record 8PS on each day they were off on the leave report.
VSDP	Virginia Sickness and Disability Program	This code is used when an employee is ON short-term disability provided by VSDP and approved by UnumProvident. Example: Jane Doe has surgery and UnumProvident has approved her short-term disability.

FMLA Leave Codes

FMA - Annual
 FMC - Comp Holiday
 FMPS - Personal Sick (VSDP - New Plan)
 FMFP - Family Personal (VSDP - New Plan)
 FMS- Sick (Old Sick Leave Plan)
 FMFS - Family Sick (Old Sick Leave Plan)
 FML - LWOP (Leave without Pay)
 FMH - Holiday (On the actual holiday)
 FMFL - Faculty Family Leave (Regular Faculty Birth or Adoption Only)
 FMWC - Worker's Compensation
 FMOC - Overtime Comp
 FMAC - Authorized Closing

Leave Reporting Hints

Leave System

- All leave reports should be submitted and approved online by the 16th of every month (leave periods are from the 10th through the 9th of every month).
- DO NOT submit leave reports until after the 9th of every month – leave is earned on the 9th and 24th of every month (pay periods) therefore if a leave report is submitted early, the earned leave does not appear.
- Leave reports must be submitted in order – do not start entering leave and saving it on a leave period until the previous leave report has been submitted.
- Leave must be used in quarter-hour increments – (.25, .50, .75)
- When entering two types of leave on the same day (take 4 hours of annual leave and 4 hours of holiday) enter the leave without any dashes, slashes or commas. Should be entered as 4A 4H with a space in between the leave types.

Leave Corrections

- If a mistake is made on a leave report and it has not been submitted, you enter the same date and the correct hours and code – when you enter the same date it will replace any previous leave entered for that date. (Example: January 30th was entered as 8S but should have been 8C, enter the 30th and then 8C. This will replace the 8S on that date.) If you have entered leave that should not have been entered, then replace with zero hours. (Example: January 30th was entered by mistake as 8A, but should have been January 10th, enter the 30th and then 0A to replace with zero hours.)
- If a leave report has been submitted and a mistake was made, the leave representative can correct if it is the last submitted report. If the correction is for several months back, the report needs to be sent to Human Resources for correction. Make a copy of the leave report, write on the report any corrections (include date, hours and type of leave), have the supervisor sign it and send a copy to Human Resources. Once the corrections have been made, Human Resources will inform the department leave representative in order for the department to print out a corrected copy of the leave report for the files.

Termination of Employment

- Departments are to save and submit the employees last leave report (leave period of the separation) within three days of the termination date – do not wait until the end of the leave period to submit. Human Resources receives the separation notice and will print out the last leave report in order to verify leave balances eligible to be paid.
- If employee is terminating from department but not Virginia Tech, do not submit his/her last leave report. The department can save any leave taken during the leave period, print out a work copy of the report and have the employee sign. Attach a copy of the leave and hours worked report signed by the employee as well. At the end of the leave period, the employee will save and submit their leave report on-line and record any other leave taken during that leave period. The employee would have his/her new department supervisor sign the report and keep original filed in the department. A copy of the submitted leave report should be sent to the previous department for their files in order to verify leave saved was submitted.

Holidays

- When reviewing a leave report before submission, please be sure to check any holidays during the leave period. Some holidays are automatically entered as W (example: Veterans Day) because the system assumes all staff employees work that particular holiday since the university is open. If the leave report indicates W and the employee did not work the holiday, be sure to change the W to H before submitting the report.

Authorized Closing

- Staff employees (faculty normally not eligible for authorized closing worked) can only be granted compensatory leave for authorized closing worked if they were required to work during that period. Example: The university closes at 3:00 PM and the employee's regular shift ends at 5:00 – if the employee is required to remain (essential or emergency personnel or supervisor requests them to stay) they would receive 2 hours ACW. But, if the university closes at 3:00 and the employee decides they don't want to leave and works until 5:00, they would not receive ACW because it was not required.

Faculty Sick Leave

- Faculty with the 1040 plan are not required to report any sick leave taken if less than 10 consecutive days – if longer than 10 days the employee would enter all sick leave taken on the leave report. Example: Faculty out on sick leave for 12 days, enter all 12 days on leave report.
- Departments may request all faculty indicate any sick leave taken whether under 10 days or not. If departments request all leave to be reported and the employee has the 1040 plan, he/she will earn sick leave the next pay period they return (one week for every two weeks worked) until the balance reaches 1040 again. No sick leave is earned or re-accrued for any pay period during which sick leave has been changed.
- Employees who may have switched to a faculty position and had a sick leave balance over 1040 must report all sick leave taken until the balance drops to 1040 hours.
- Faculty in a restricted position must record all sick leave taken (restricted faculty earn leave each pay period).
- Faculty are allowed to use up to 80 hours (10 days) per year of their sick leave balance for a family member. This is not an additional balance. All family sick leave must be recorded on the leave report.

Sick Banked Hours

- Sick banked (SB) hours are recorded on the bottom of the leave report chart and are to be used by Personnel Services only. This is the amount of sick leave hours which were transferred into disability credits. Employees had the choice of transferring sick leave hours into retirement credits or disability credits during the initial VSDP enrollment period.
- If employee chose disability credits (sick banked) they CANNOT use it during the year. Sick banked hours are only used when the employee is out on disability and their income starts dropping to 80% and then 60% - the employee can choose to use their sick banked time, in eight hour increments, to bring their income back up to 100% during the disability period.

General Leave Information

Annual Leave – Staff

Annual leave is used for paid time off - including vacations. Annual leave is earned and available to use after the end of each pay period. In order to earn leave, all workdays within a pay period must be either worked or charged to applicable leave with pay. Annual leave is not earned during any pay period in which you have leave-without-pay, or after 90 consecutive calendar days of leave with pay.

Years of Service	Earned Leave	Maximum	Carryover/Payout
0-5	4 hours/pay period	192 hours	
5-10	5 hours/pay period	240 hours	
10-15	6 hours/pay period	288 hours	
15-20	7 hours/pay period	336 / 288	
20-25	8 hours/pay period	384 / 336	
25 and up	9 hours/pay period	432 / 336	

Annual Leave - Faculty

Years of Service	Earned Leave	Maximum	Carryover/Payout	Regular only
0~20	8 hours/pay period	288 hours		
25 and up	9 hours/pay period	336 hours		

Personal Sick Leave (VSDP)

This can only be used for own personal illness, injuries, and medical appointments.

Family Personal Leave (VSDP)

This may be used for family or personal reasons as well as for illnesses or injuries.

Hire Dates January 10 - July 9

- Full time are given 8 workdays (64 hours) of sick leave.
- Part time are given 4 workdays (32 hours) of sick leave.
- All are given 4 workdays (32 hours) of family and personal leave.

Hire Dates July 10 - January 9

- Full time are given 4 workdays (32 hours) of sick leave.
- Part time are given 2 workdays (20 hours) of sick leave.
- All are given 2 workdays (16 hours) of family and personal leave.

* If hire date is after Jan 10, 2011, employees will receive 32 hours of family personal leave regardless of hire date.

Short Term Disability (VSDP)

Contact The Reed Group at 877-928-7021 for short term disability if sick leave is more than 5 days. If hire date is July 1, 2009 or after, there is a one year waiting period before VSDP benefits are available. Income replacement is based on years of service 100%, 80%, 60%

Sick Leave (staff old plan or faculty that select this plan)

Earn 5 hours of sick leave per pay period. No max accrual. This can only be used for your own personal illness, injuries, and medical appointments.

Sick Leave - Faculty 1040

Immediate coverage of 26 weeks of sick leave. On return from sick leave, re accrual to a maximum of 1040 hours is at the rate of 40 hours for every 80 hours of full-time work. No sick leave is earned or re accrued for any pay period during which sick leave has been charged.

Family Sick Leave (staff old plan & faculty not on VSDP)

Provides employees who do not participate in the (VSDP) use of a limited amount of their sick leave for the illness or death of certain family members. As a subset of the sick leave balance, when family sick leave is used the hours are deducted from both the sick and family sick balances. Staff receive 48 hours and faculty receive 80 hours annually.

Family & Medical Leave Act (FMLA)

Leave provided for birth or adoption of a child, a serious health condition of an employee or the employee's family member. To be eligible, they must have been employed for 12 months and worked 1,250 hours in the previous 12 months, and provide physician certification to HR.

School Assistance & Volunteer Leave

Provides full time staff employees 16 hours of paid leave for employees to provide voluntary services within their communities. Service may be provided through school assistance or as a volunteer of a community service organization as defined in DHRIVI Policy 4,40. Supervisor may require written verification.

Administrative Leave

Leave provided for: jury duty, summons to appear in court, interview at VT or other state agencies or to serve on interview panel at other state agencies. For court related activity, you must provide documentation (copy of summons or subpoena) for your department.

Authorized Closing Leave

Emergency personnel are required to report to work during authorized closings; they will earn authorized closing leave for the hours worked. Emergency employees who do not report to work as scheduled must charge time missed to the appropriate accrued leave or leave-without-pay. Only official notification as below:

- University Operator - 540-231-6000
- Weather Hotline - 540-231-6668
- WVTF-FM Radio 89.1 or 91.9 on radio dial
- University Website: <http://www.vt.edu>

Holidays

- New Year's Day
- Lee-Jackson Day - Staff Only
- Martin Luther King Day
- Presidents' Day - Staff Only
- Memorial Day
- Independence Day
- Labor Day - Staff Only
- Columbus Day - Staff Only
- Veteran's Day - Staff Only
- Thanksgiving Day
- Christmas Day

Compensatory leave earned when holiday is worked or falls on scheduled day off if employee works an alternate schedule. Compensatory holiday leave expires when holiday occurs again.

Unused personal sick, family personal and school assistance & volunteer service leave will not be carried forward from one year to the next, and unused leave will not be paid when employment is ended. Before an employee uses annual, compensatory, school / volunteer, or family personal leaves they must obtain approval from their supervisor. Reasonable notice to the supervisor should be given and the absence must not impede the ability of the department to perform essential services.