



<b>Title: Leave Benefits for Professionals and Professional Faculty</b>	
<b>Effective Date: February 1, 2011</b>	<b>Responsible Office: Human Resources</b>
<b>Revision Date: First Version</b>	<b>Page: 1 of 4</b>

## I. SCOPE

This policy applies to full-time professionals and professional faculty (hereafter "professionals") of the College of William and Mary, including the Virginia Institute of Marine Sciences (hereafter the "College").

## II. PURPOSE

The purpose of this policy is to describe leave benefits for professionals.

## III. POLICY STATEMENT

The College is committed to offering its employees a program of benefits that fosters well-being. The program acknowledges the need for balance in the work, family and personal lives of employees which, in turn, enables and sustains a productive workplace. To that end, the College provides leave benefits to professionals for time away from work.

## IV. DEFINITIONS

**Administrative Leave:** Leave granted to serve on a jury or appear in court as a witness under subpoena or for other reasons approved in advance by the professional's supervisor.

**Annual Leave:** Typically referred to as "vacation."

**Bereavement Leave:** Paid time off for the death of a family member

**Community Service Leave:** Paid leave to provide volunteer services through eligible non-profit organizations within or outside their communities.

**Leave Year:** Period of January 10-January 9

**Maximum Carry-over:** The unused accrued annual leave balance an employee may carry from one leave year into the next.

**Maximum Payment:** The unused accrued annual leave for which the employee may receive payment upon separation.

**Military Leave:** Leave granted for federally funded military duty.

**Sick Leave:** Leave taken when an employee is unavailable to work due to illness.

**Workers Compensation Leave:** Leave granted to an employee for a certified job-related illness or injury.



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## V. COLLEGE LEAVE PROGRAMS

### A. Annual Leave

Full-Time Professionals are eligible to take up to twenty-four days of annual leave per year, subject to leave being earned. Annual leave is earned at the rate of eight (8) hours semi-monthly pay period and is available to use after the end of each pay period.

The maximum amount of annual leave that may be carried over to the next leave year is 240 hours. On January 9 of each calendar year, Human Resources purges unused annual leave balances that exceed the carry-over limit.

The College pays full-time professionals for their unused annual leave balances up to 240 hours when they separate employment.

Full-time professionals funded by grants are not eligible to earn annual leave.

Part-Time Professionals who work at least 30 hours per week are eligible to earn annual leave at a prorated 75% of eight (8) hours per semi-monthly pay period. The maximum amount of annual leave that may be carried over to the next year is 144 hours. The College will not pay part-time professionals for their unused leave balance when they separate employment.

Part-time professionals on restricted or special appointments are not eligible to earn annual leave.

### B. Administrative Leave

Professionals are eligible for administrative leave to serve on a jury or appear in court as a witness under subpoena, to resolve work-related conflicts, to participate in the resolution of complaints of employment discrimination, to attend administrative hearings or for other reasons approved in advance by the supervisor. Such leave may be paid or unpaid, depending on the circumstances.

### C. Community Service Leave

This leave provides professionals with up to sixteen (16) hours paid leave each calendar year to participate in volunteer community service organizations, to meet with public or private school officials about their children, to attend school functions in which their children are participating, and to perform school-approved volunteer work in a public school.

An additional eight (8) hours per year of community service leave is available for employees serving as volunteer firefighters or rescue service members.

Unused leave in this category does not carry over at calendar year-end.



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#### **D. Bereavement Leave**

Professionals may be granted up to six (6) consecutive workdays of leave with pay in the event of the death of a family member. Sick leave (SL) may be used if the employee is in the College's Professional Sick, Disability and Family Care Leave Program and family & personal leave can be used if the employee is in the Virginia Sickness and Disability Program (see G(1), below). If additional leave is necessary, employees may use annual leave.

#### **E. Holiday Leave**

The College typically observes twelve (12) paid holidays per year. The calendar dates on which these holidays fall are set annually. They include:

New Year's Day  
Martin Luther King, Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
The day after Thanksgiving  
Christmas Day

The remaining four holidays are state holidays that the College does not observe on the actual date: Lee-Jackson Day; Presidents Day; Columbus Day; and Veterans Day. These four state holidays are observed during the December holiday break.

#### **F. Military Leave**

If a professional is a member of the National Guard or organized Armed Forces Reserves of the United States, he or she is entitled to fifteen (15) workdays of paid leave per federal fiscal year (Oct. 1 to Sept. 30) for federally funded military duty. The days may be non-sequential, such as in fragmented duty. A copy of his or her military orders or other official documentation must be submitted with the request for military leave.

#### **G. Sick, Disability, and Family Care Leave**

The College has two different leave programs for professionals under which time off may be available for illness and, in some cases, disability or other personal needs. These programs are described in more detail in the College Policy on Sick Leave, Disability Leave, and Family Leave.

1. The Virginia Sickness and Disability Program applies to eligible employees (as defined in the policy) participating in the Virginia Retirement System (rather than the Optional Retirement Plan) who elected to participate in the Virginia Sickness and Disability Program at the time of hire. For participating professionals, all paid leave for sickness or disability must be taken under the policy.



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Eligible employees may also use a certain amount of leave for personal reasons as described in the policy.

2. Sick, Disability, and Family Care Leave. All other non-restricted professionals are covered by the College's Professional Sick, Disability, and Family Care Leave Program

#### **H. Workers' Compensation Leave:**

Professionals are eligible to receive benefits under the Virginia Workers' Compensation Act for an injury and/or illness which is incurred in the course of official work-related duties.

All claims are processed and eligibility determined by Managed Care Innovations, Inc. through the Office of Human Resources when filed as an occupational injury/illness. Benefits generally include payment of medical expenses and time lost from work. Detailed information may be found at <http://www.wm.edu/offices/hr/documents/WorkersCompensation.pdf>

#### **I. Unpaid Leave or Reduced Responsibility Leave to Pursue Professional Activities or Political Office**

Provided that they meet their primary duties to the College, full-time continuing employees may apply for unpaid leave or negotiate reduced responsibility contracts to pursue other professional work or to run for and/or hold political office. Such leave is granted at the sole discretion of the College. The leave must be for a reasonable amount of time and requires the recommendation of the Provost and the approval of the Board of Visitors. The terms of such leaves of absence will be set forth in writing.

### **VI. AUTHORITY, IMPLEMENTATION AND AMENDMENT**

This policy was approved by the President in accordance with the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10, Title 23 of the *Code of Virginia* and the Management Agreement effective July 1, 2006.

The Office of Human Resources is responsible for the administration and implementation of this policy. The College reserves the right to revise or eliminate this policy at any time, and shall not be bound by any future change, addition, deletion or amendment in whole or in part of DHRM Policy 4.57 by any agency of the state unless such change, addition, deletion or amendment is expressly adopted by the College or required by law. The President has delegated to the Vice President for Administration authority to revise or amend this policy.