



**CLASSIFIED EMPLOYEE QUICK REFERENCE GUIDE FOR LEAVES OF ABSENCE**

For more detailed information please refer to the Classified Employee Guidebook or call Human Resources at 683-3042.  
 Information on this chart is subject to the policies of the Commonwealth of Virginia.  
 All leave activity **MUST** be recorded and submitted on the Leave Activity Reporting Form

<p><b>Bone Marrow and Organ Donor Leave</b></p>	<p>Full-time, non-probationary employee may use up to 30 days leave.</p>	<p>Must have been employed for more than one year (non-probationary).</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>Hours used do not count toward 12 weeks of FMLA. Must request prior to absence.</p>	<p>Requires medical certification and guarantees return to original position.</p>	<p>N/A</p>
<p><b>Civil and Work Related Leave (formerly Administrative Leave)</b></p>	<p>Leave with pay granted during work hours to: serve on a jury; appear in court as a crime victim or a witness under subpoena; interview for positions in other state agencies; participate in resolution of work-related conflicts/employment discrimination; attend work-related administrative hearings.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>Must attach copy of subpoena to leave request form and must have proof from the court of length of time at the trial. Includes reasonable travel time to and from court. Cannot be used if employee is the defendant.</p>	<p>Will be granted for</p>	

TYPE OF LEAVE	DESCRIPTION	LENGTH of SERVICE	HOURS EARNED	MAXIMUM CARRYOVER LIMIT	MAXIMUM PAYMENT LIMIT	OTHER INFORMATION		SEPARATION TERMS
<b>Compensatory Leave</b>	Paid leave as compensation for additional hours worked when the work week does not exceed 40 hours.	N/A	Leave earned at the rate of one hour for each additional hour worked.	N/A	N/A	Must be taken within 12 months from when it is earned.	No accrual limit	Unused leave will be paid to the employee.
<b>Emergency Closings or Inclement Weather</b>	Covers partial or full closings. Provisions for managing leave relating to emergency closings or inclement weather are based on various factors specific to each closing.	N/A	N/A	N/A	N/A	See full policy in Guidelines for Managing Leave.	N/A	N/A
<b>Emergency/ Disaster Leave</b>	80 hours of paid leave to provide emergency services during state or national disaster or for employees who are victims of disasters.	N/A	N/A	N/A	N/A	There must have been an official declaration of disaster by the President or the Governor and Public Officials at the site have requested assistance of the employee.	<b>OR:</b> the	

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<b>Military Leave - Reserves</b>	Up to 15 workdays in each federal fiscal year (October 1 through September 30) for federally funded military training duty	N/A	N/A	N/A	N/A	Employee must provide supervisor with completed leave request form and documentation from a responsible military official indicating the dates of the training.	As much advance notice as possible should be given.  Military Leave without pay for ACTIVE duty will also be granted.	N/A
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<b>Overtime Leave</b>	Non-exempt employee who works more than 40 hours in a work week may receive overtime leave rather than compensation	N/A	At the rate of 1.5 hours for 1.5 exact given	D.0053 TD.0012nTc.06(Sept T- may)-JFJ0 -1.147013 Tc.0001 T41.8 1. BANNER5 TD.001 Tc.rithout				
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