



Virginia Military Institute

Classified Employee Handbook

August 2012

TABLE OF CONTENTS

Introduction	3
HR Welcome	4
The VMI Mission and Culture	5
Conditions of Employment	6
Hiring Requirements	6
Probationary Period	6
Performance Planning & Evaluations	7
Outside Employment	7
Alcohol & Other Drugs	8
Appropriate Use	8
Workplace Expectations	9
Employee Relations	9
Equal Employment & Discrimination	9
Harassment	11
Office of Employment Dispute Resolution	12
<i>AdviceLine</i>	12
<i>Mediation</i>	12
<i>Grievance Procedure</i>	13
On the Job	13
Fair Labor Standards Act	13
Timely & Regular Attendance	13
Work Hours	14
Overtime	14
Office Closings	15
Your Pay	15
Determining Salary	15
Pay Schedule	16
Direct Deposit	16
Payroll Deductions	16
Benefits	16
Automatic Benefits	17
<i>Virginia Retirement System</i>	17
<i>Group Life Insurance</i>	17
<i>Worker's Compensation</i>	17
<i>Virginia Sickness and Disability Plan</i>	18
Optional Benefits	18
<i>Health Insurance</i>	18
<i>Employee Assistance Program</i>	18
<i>Optional Life Insurance</i>	18
<i>Medical Reimbursement Accounts</i>	19
<i>Dependent Care Reimbursement Accounts</i>	19
<i>Deferred Compensation Plan</i>	19
<i>Tax Sheltered Annuities</i>	19
<i>Cash Match Program</i>	19
Benefits upon Leaving Employment	19
Leave Time	20
Reporting Leave	20
Appendix: Guide to Classified Leave Policy/Procedure	21

INTRODUCTION

This *Employee Handbook* has been designed to serve as a quick reference for many issues relating to your employment as a classified employee of the Commonwealth of Virginia and the Virginia Military Institute. Classified employees are full-time, salaried employees whose positions are subject to the Virginia Personnel Act.

This staff handbook does not create any rights or benefits. It is designed to provide information about benefits, programs, and policies that apply to your employment. This handbook is not a contract, nor is it an invitation to contract.

Policies for classified employees are set forth by the Commonwealth of Virginia's Department of Human Resource Management (DHRM) and can be accessed [here](#). VMI General Orders (Policies & Procedures) also apply to classified employees, and can be accessed on the VMI [website](#).

In the event that any of the policies in this handbook, or in the VMI General Orders, differ from the policies and procedures contained in the *DHRM Human Resource Policy Manual*, the DHRM manual governs for classified employees.

Consistent with Federal and State law, the Virginia Military Institute does not discriminate against employees, cadets, or applicants on the basis of race, color, sex, age, veteran status, national origin, or disability in its programs or activities. Every VMI staff member, faculty member and cadet has the right to work and study in an environment free from discrimination and should be treated with dignity and respect. VMI complaint and grievance procedures provide employees and cadets with the means for resolving complaints that this Statement has been violated. VMI is an Equal Opportunity Employer. Anyone having questions concerning discrimination or the application of Title IX regulations should contact Title IX Coordinator, 212 Carroll Hall, VMI, Lexington, Va. 24450, (540) 464-7072. Any cadet or prospective cadet having questions about disability services for students should contact the Director of the Center for Cadet Counseling and Disability Services, 448 Institute Hill, 2nd floor, Post Infirmary, Lexington, Va. 24450, (540) 464-7667. For employment-related disability services, contact the Employee Disability Services Coordinator in the VMI Human Resources Office, Lexington, Va. 24450, (540) 464-7322.

WELCOME

Welcome from the VMI Human Resources office! We are committed to providing first-rate services to support you. We strive to promote excellence, equity, a sense of community, diversity, access, and to provide a high quality of work life for all employees.

We are here to help you on a range of issues. Please see the information below to familiarize yourself with our office and to figure out who to contact for help.

Our office is open Monday – Friday, 8:30am – 4:30pm.

Address:

305 Letcher Avenue
Lexington, VA 24450

Main Phone Line: (540) 464 - 7322

Fax: (540) 464 – 7299

Staff

Colonel Robert B. Spore, Director

Phone: (540) 464 – 7159

E-mail: Sporerb@vmi.edu

Major Cristina Buccina, Human Resources Officer

Phone: (540) 464 – 7312

E-mail: Buccinacm@vmi.edu

Contact for: employee relations, mediation, retirement, training inquiries, recruitment, policy guidance, ADA accommodations.

Ms. Sandra Ewald, Human Resources Assistant

Phone: (540) 464 – 7134

E-mail: Ewaldsw@vmi.edu

Contact for: leave, full-time timesheets, short term disability, worker's compensation, performance planning and evaluations, address changes.

Ms. Terry Wilhelm, Benefits Administrator

Phone: (540) 464 – 7720

E-mail: Wilhelmtb@vmi.edu

Contact for: all benefits enrollment, making changes to benefits, supplemental plan options.

Ms. Kathy Bartley, Office Assistant

Phone: (540) 464 – 7131

E-mail: Bartleykd@vmi.edu

Contact for: employee ID cards, new employee paperwork.

I. THE VMI MISSION & CULTURE

The Virginia Military Institute is a state military college supported by the Commonwealth of Virginia. The Institute provides academic study of the highest possible quality conducted in, and facilitated by, a rigorous system of military discipline.

VMI is distinctive in the world of higher education because of its mission to prepare educated, honorable, and steadfast leaders. The unique culture of VMI develops in cadets the highest standards of honor, respect, civility, self-discipline, and professionalism.

MISSION STATEMENT

The Virginia Military Institute believes that the measure of a college lies in the quality and performance of its graduates and their contributions to society.

Therefore, it is the mission of Virginia Military Institute to produce educated and honorable men and women, prepared for the varied work of civil life, imbued with love of learning, confident in the functions and attitudes of leadership, possessing a high sense of public service, advocates of the American Democracy and free enterprise system, and ready as citizen-soldiers to defend their country in time of national peril.

To accomplish this result, the Virginia Military Institute shall provide to qualified young men and women undergraduate education of the highest quality -- embracing engineering, science, and the arts -- conducted in, and facilitated by, the unique VMI system of military discipline.

VMI uses this Mission Statement as the central point of reference for all of its strategic planning. As a VMI employee, you contribute to this mission every day.

VMI expects a culture of true civility and mutual respect among its employees. VMI expects its employees to conduct their work with the highest standards for the equitable treatment of every individual. You should use the procedures described within this handbook to report harassment or discrimination of any kind.

II. CONDITIONS OF EMPLOYMENT

Hiring Requirements

See VMI [General Order No. 48](#), Commonwealth of VA [Policy 2.0](#) for more information.

To protect VMI's interests and the well being of its faculty, staff, cadets and the public, all newly hired or rehired (after leaving the employ of VMI for more than 180 days) employees will undergo a criminal history record check.

If an individual has convictions that are job-related, VMI will normally deny employment

Additionally, if it is discovered that you falsified criminal history information on the application or in the hiring process, VMI will normally deny or withdraw your employment.

Probationary Period

See Commonwealth of VA [Policy 1.45](#) for more information.

New classified state employees serve a probationary period of one year from their employment or re-employment date. This is intended to serve as a trial period; If VMI determines at any time during the probationary period that you are not suited for the job and unable to improve satisfactorily, you may be terminated or allowed to resign. Your probationary period can be extended up to six additional months, to make up for an absence of more than 14 consecutive days or for certain other reasons.

It is important to note that, during the probationary period, you can be terminated at-will and without access to the State Grievance Procedure (*See Grievance Procedure below*).

A probationary employee who feels that termination or other disciplinary action was based on race, sex, color, national origin, religion, sexual orientation, age, political affiliation, veteran status, or disability can file a discrimination complaint with the Office of Equal Employment Services in the Department of Human Resource Management, or with the federal Equal Employment Opportunity Commission. See DHRM's [Employee Relations Web site](#).

Probationary Review

Probationary employees should receive formal performance reviews at the 6-month point and approximately three weeks prior to the completion of the probationary periods. Supervisors also should be providing you feedback periodically during your Probationary Period. This can be done by completing the Probationary Progress Review form as the supervisor deems appropriate, or informally.

Performance Planning and Evaluation

See Commonwealth of VA [Policy 1.40](#) for more information.

Employee Work Profile

Every employee will have an Employee Work Profile. This document includes a brief work description, performance plan, core responsibilities, performance measures, and personal development goals for you. The position description identifies your essential core responsibilities and measures of the position, as well as any special assignments, and communicates overriding departmental values expected for all department employees. Core responsibilities are your main job duties that are important to the type of work you perform and should remain relatively consistent during the performance cycle. Performance measures are the standards against which each of your core responsibilities are measured. Your supervisor should update your Employee Work Profile if any of your job duties and responsibilities change.

Performance Evaluation Process

Formal performance evaluations serve as an effective feedback tool to help you identify your strengths and the areas in which you may need further development. The performance review period for non-probationary, classified employees is an annual cycle and runs each year from October 25 to October 24.

Supervisors review position descriptions at the beginning of the performance cycle. The position description is the basis for evaluating your performance throughout the entire performance cycle.

Your supervisor will rate your performance toward the end of the review period by comparing your performance to the measures indicated in the position description. You will receive an overall performance rating of Extraordinary Contributor, Contributor, or Below Contributor.

It is appropriate and encouraged for your supervisor to give you feedback during the performance cycle. The performance feedback may be informal or formal. If formal feedback is appropriate, your supervisor should document it with memos or interim evaluations. You should receive copies of formal feedback documentation, and your supervisor will keep a copy in his or her confidential files for use in completing the annual evaluation.

Outside Employment

See Commonwealth of VA [Policy 1.6](#) for more information.

During your normal work hours at VMI, you may not engage in other employment with other state agencies or in any private business.

You may work additional jobs outside of the normal work schedule with VMI, so long as the outside employment does not affect your work performance in your position with VMI, and you do not present yourself as a representative of VMI at your additional position.

Alcohol and Other Drugs

See VMI [General Order No. 2](#) and Commonwealth of VA [Policy 1.05](#) for more information.

The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs in the workplace is strictly prohibited.

Employees are forbidden to use alcohol and other drugs at the workplace or to come to the workplace while under the influence of these substances. In addition, you cannot consume alcohol while on duty, during work hours, and/or while in the workplace, including while on meal breaks. The workplace consists of any state owned or leased property or any site where state employees are performing official duties.

You are required to notify your supervisor, within 5 calendar days of conviction, if you have been convicted of violating any criminal drug law, either within or outside the work place, or if you have been convicted of violating any alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace.

Violation of policies related to these matters can result in serious disciplinary action, including termination.

Appropriate Use of Information Systems, Electronic Communications, and Social Media

See VMI [General Order No. 50](#) and Commonwealth of VA [Policy 1.75](#) for more information.

Access to computer systems and networks owned or operated by VMI impose certain responsibilities and obligations, and is granted to you only subject to VMI's policies, and local, state and federal laws. General Order 50 sets out VMI's acceptable use of computers and provides guidelines for the proper use of the Institute's information systems. Please familiarize yourself with these guidelines.

Virginia's policy on the use of electronic communications and social media, Policy 1.75, dictates the policies you must abide by in the workplace. Occasional personal use of the Commonwealth's electronic communications tools, including the Internet, is permitted as long as the personal use does not interfere with your productivity or work performance, does not interfere with any other employee's productivity or work performance, and does not adversely affect the efficient operation of the Commonwealth's systems and networks.

It is important to note that you have no expectation of privacy with regard to any use of state-owned equipment or through any VMI issued accounts.

Every employee must complete Computer Security Awareness Training. In this training, you will learn how to take the appropriate care to protect the agency's electronic communications tools against the introduction of viruses, spyware, malware, or other harmful attacks.

Workplace Expectations

See VMI [General Order No. 25](#), Commonwealth of VA Policy 1.6 for more information.

Being a member of the VMI community comes with certain expectations and obligations. You must know your safety responsibilities, communicate hazards, injuries or unsafe situations to the appropriate persons, and be prepared for emergencies that may occur in the workplace. Every department is expected to look out for the safety and health of VMI employees, cadets, and visitors to Post.

In addition, VMI does not tolerate acts of violence or threats committed by or against employees. This applies to your personal conduct while working, on or off Post, and to any off-duty violent conduct that adversely impacts your ability to perform your assigned duties and responsibilities. It is the responsibility of every VMI employee to take any threat or violent act seriously and to report acts of violence or threats. If you believe there is danger to the health or safety of any member of the VMI community you should call 911 immediately.

Conduct and Performance Expectations

As an employee of the Commonwealth of Virginia, you are expected to fulfill certain duties and expectations in your conduct and performance. Non-probationary full time employees who do not meet these expectations may be subject to discipline under the Standards of Conduct. The Standards of Conduct policy lays out the minimum expectations for acceptable workplace behavior and conduct.

Depending on how serious the offense, your supervisor can discipline you informally or formally. If your supervisor feels that formal discipline is necessary, your supervisor will issue you a *Written Notice*.

Under the Standards of Conduct, *Written Notice* offenses are grouped into three levels of severity (Group I, II, and III offenses). The policy lists examples of unacceptable behavior, but the list is not all-inclusive. Accordingly, your department head can issue a *Written Notice* for any offense that undermines the effectiveness of the department in a way that is unacceptable.

The HR office is available to assist you in understanding the Standards of Conduct and the *Written Notice* procedure and implications.

III.EMPLOYEE RELATIONS

Equal Employment and Discrimination

See VMI [General Order No. 52](#) and Commonwealth of VA Policy [1.8](#), [2.05](#) for more information.

It is the policy of both the Commonwealth of Virginia and VMI to provide equal employment opportunities for all persons without regard to basis of race, gender, color, age, religion, veteran status, national origin, or disability. VMI also prohibits discrimination by individuals subject to its control or supervision and has procedures by which allegations of discrimination shall be filed, investigated and adjudicated. Furthermore, all employees, including agency heads,

managers, and supervisors, are prohibited from taking retaliatory action against any person making allegations of discrimination.

You should report instances of discrimination or retaliation through the appropriate chain of command. If that is not possible or desirable, then you can also report to faculty, staff and employee reporting contacts, Human Resources, directly to Inspector General or his staff, to the Superintendent's Chief of Staff, or directly to the Superintendent, in conformance with [General Order 13](#).

VMI Inspector General

The Inspector General (IG) undertakes or supervises official investigations that are not specifically delegated to other agencies, or as assigned by the superintendent and reports findings as directed, consistent with legal requirements.

The VMI IG and Title IX Coordinator is Colonel William R. Grace. The members of the IG's staff are:

Name	Location	Office	Cell	Email
COL William R. Grace	212 Carroll Hall	464-7072	462-7140	gracewr10@vmi.edu
CAPT Brian Quisenberry	302A Carroll Hall	464-7626	570-7194	quisenberrybl@vmi.edu
MAJ Christopher O. Perry	115 Third Barracks	464-7326	757-719-9902	perryco@vmi.edu
MAJ Cristina M. Buccina	305 Letcher Avenue	464-7312	727-687-5759	buccinacm@vmi.edu

There are several avenues outside of VMI to pursue a discrimination complaint:

Virginia Office of Equal Employment Services

The Office of Equal Employment Services enforces the Governor's Executive Order, which prohibits discrimination against state government employees and applicants for state government employment. For a complaint of discrimination, within 180 days of the alleged discriminatory act, contact the Office of Equal Employment Services, Virginia Department of Human Resources Management: 800-533-1414, www.dhrm.virginia.gov/employeerelations.html

U.S. Equal Employment Commission

The EEOC is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

You must file a complaint by person or by mail (not online or by phone). The closest office is located in Richmond:

830 East Main Street, Suite 600

Richmond, VA 23219

Phone: 1-800-669-4000

Fax: 804-771-2222

TTY: 1-800-669-6820

Office Hours: Mon. – Thurs. 8:30am-5pm; Fri. 8:30am –Noon

State Grievance Process

Please see **Office of Employment Dispute Resolution**, *Grievance Procedure*, page 13.

Division of Human Rights

Part of the Attorney General's office, the Division of Human Rights' mission is to promote and preserve the human rights of individuals in the Commonwealth by raising the awareness of human rights, accepting complaints, and providing conflict resolution and mediation for the resolution of complaints. For more information, e-mail: human_rights@oag.state.va.us or call (804) 786-2071.

Harassment

See VMI [General Order No. 16](#) and Commonwealth of VA Policy [2.3](#) for more information.

VMI and the Commonwealth of VA do not tolerate harassment, sexual or otherwise, and/or retaliation against employees who either complain of harassment or aide in the investigation of such a complaint.

Workplace harassment is defined as any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, or disability, that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature. Forms of behavior which may - separately or in combination - be considered sexual harassment include, but are not limited to: specific demands for sexual favors; sexual innuendoes; sexually suggestive comments; jokes of a sexual nature; sexual propositions; sexual threats; sexually suggestive emails, other writings, articles or documents; objects or pictures; graphic commentaries; suggestive or insulting sounds or gestures; leering; whistling; obscene gestures; unwelcome physical contact, including touching, pinching, brushing the body, any unwelcome or coerced sexual activity, including sexual assault.

You should report harassment through the appropriate chain of command. You can report through employee reporting contacts, directly to the IG or his staff, to the Human Resources

office, or to the Superintendent; his Chief of Staff; the Deputy Superintendent for Finance, Administration and Support; the Deputy Superintendent for Academics and Dean of the Faculty; the Commandant; the Director of Intercollegiate Athletics, or the Director of Information Technology.

For more guidance on what constitutes harassment, sexual or otherwise, please see the policies named above.

Office of Employment Dispute Resolution

DHRM's Office of Employment Dispute Resolution's (EDR) mission is to provide state agencies and their employees with a broad range of workplace dispute resolution.

AdviceLine

For an objective, confidential consultation on employment rights and responsibilities as well as available options in resolving workplace conflict, you can contact an EDR AdviceLine Consultant at: 1-888-23ADVICE (1-888-232-3842)

The AdviceLine hours of operation are: Monday – Friday from 8:30 a.m. to 4:30 p.m.

Mediation

State employees have access to EDR's Mediation Program.

Employees are encouraged to consider mediation as a tool to help move past a conflict in the workplace. Mediation is a completely confidential and voluntary process in which a neutral, outside, third person (mediator) will travel to VMI and assist individuals in resolving their conflicts. Mediation allows the parties to talk about workplace disputes in a safe, nonjudgmental environment that enables them to create their own resolutions.

EDR's mediation services are available to all state employees free of charge. Mediation will not affect an employee's grievance rights where the parties have agreed in writing to extend the time requirements of the grievance procedure.

To request mediation services, please contact VMI's Agency Mediation Coordinator:

MAJ Cristina Buccina
HR Officer
464-7312
buccinacm@vmi.edu

To read more about the program, please visit: <http://www.dhrm.virginia.gov/EDR/mediation.htm>

Grievance Procedure

The grievance procedure is a process through which a non-probationary state employee can bring workplace concerns to upper levels of management. This process is more formal than mediation and requires that rules be followed strictly. [The Grievance Procedure Manual](#) lists the rules that must be followed (the HR office can provide you a hard copy of the manual upon request). Failure to follow these strict procedures will forfeit the right to this process.

A grievance can have up to four phases: (1) the management resolution steps; (2) qualification for hearing; (3) hearing; and (4) review of the hearing decision. Not all grievances are qualified for hearing. For example, under the grievance statutes, grievances that relate solely to layoffs, transfers, assignments, or the content of personnel policies, cannot proceed on to a hearing. On the other hand, some issues are automatically qualified for hearing, such as formal discipline or dismissal for unsatisfactory performance. Attorneys serving as Administrative Hearing Officers conduct hearings in qualifying grievances.

You can grieve any issue, at least through the management resolution steps, so long as the grievance: is filed within 30 calendar days of the event being grieved; arises in the agency in which you work; pertains directly and personally to the your own employment; is not used to harass or disrupt agency business; has not been pursued through another state process; and does not challenge the same management action challenged by another grievance.

You must initiate a grievance on a fully completed "Form A." The Form A is available from the HR office and is also available on EDR's web site. The Form A must state the claim, the facts in support of the claim, and the relief requested.

IV. ON THE JOB

The Fair Labor Standards Act (FLSA)

The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

Accordingly, you will be designated as either covered by FLSA ("non-exempt") or not covered ("exempt"). VMI determines your status using FLSA guidelines and based on the type of work you do. The HR office can advise you of your status.

Nonexempt employees are entitled to overtime pay, exempt employees are not.

Timely and Regular Attendance

See Commonwealth of VA Policies [1.60](#) and [1.25](#) for more information.

You should report to work as scheduled and notify the supervisor as soon as possible if you must arrive late or miss work for any reason. Failure to report according to your department's attendance requirements may result in disciplinary action.

Work Hours

See Commonwealth of VA [Policy 1.25](#) for more information.

The standard workweek for a classified employee is a five day, 40-hour per week schedule. VMI's work week runs from the beginning of an employee's work shift on Friday to the end of the work shift on Thursday.

When you work at least six consecutive hours you should get unpaid meal break of at least 30 minutes.

Supervisors have the discretion to provide you two 15-minute breaks, one morning and one afternoon, which are part of the paid day. These breaks are not guaranteed and you cannot use them to cover missed time, to arrive to work late or leave early, or to extend your lunch period.

Individual departments may have established flexible work hours to better meet their business needs. In most cases, flexible schedules maintain a 40-hour workweek. Your department supervisor can tell you if one of these schedules is an option for you.

In some cases, VMI may permit alternate work schedules. An example of an alternate schedule is four 10-hour days per week. Based on business needs, VMI may decide not to permit alternate schedules, or may decide to discontinue them at any time.

Non-exempt (covered by FLSA) employees must maintain a 40-hour workweek. For certain employees in law enforcement and health care, FLSA permits arrangements that do not require a 40-hour workweek (such as 28-day cycles). In these cases, the calculation of overtime is based on the alternative work cycle.

Overtime

See Commonwealth of VA Policies [1.25](#) and [3.15](#) for more information.

Some positions involve overtime work. You are expected to work overtime as required by your supervisors. Non-exempt employees will be paid one and one-half times their regular rate of pay for any hours worked over the standard 40-hour workweek. In some cases, VMI may grant you overtime leave instead of overtime pay. If this is the case, the department should notify you in advance. A non-exempt employee cannot work overtime without prior authorization or direction given by the supervisor.

Overtime leave hours do not expire, and there is a maximum number of overtime leave hours an employee may accrue. You may therefore be required to take paid time off to avoid exceeding your limit. When you leave state service, you will receive pay for accrued overtime hours.

Exempt employees are not eligible for overtime.

Office Closings

See VMI [General Order No.62](#) and Commonwealth of VA [Policy 1.35](#) for more information.

Because all VMI cadets reside on Post, VMI offices will ordinarily be open if at all possible when classes are in session. In the event that weather or other emergency situations force late openings, early closings, or full-day closings of VMI offices, VMI will make the announcement on three local radio stations: WWZW or WREL (FM 96.7 and AM 1450), WMRA (FM 89.9 in Lexington or FM 90.7 in the Staunton area), WVTF (FM 89.1); and one local television station: WSLs Channel 10. In addition the announcement will be on the Human Resources Office voice mail message (464-7322). Delayed opening or closing announcements are typically on the air no later than 6:00 a.m. Communications and Marketing will post these notices on the website.

Full-time employees receive full pay for these periods. To receive full payment, you must work or be on pre-authorized paid leave the workdays immediately before and after the closing. Those employees who do not qualify for such leave must charge the time to annual, overtime or compensatory leave. If it is your normal day off, compensatory leave will not be credited.

Some positions are considered designated, or essential. These employees must report to work when the Institute is officially closed due to inclement weather or other emergencies (including late openings or early closings). "Essential personnel" are so designated by their supervisors and their chain of command. Individuals, not departments, are designated as essential based upon their assigned duties. If you have any questions about your responsibilities in the event of inclement weather, please check with your supervisor.

If an employee is late to work because of transportation difficulties caused by bad weather, the lost time need not be deducted from the employee's leave balance, if the supervisor judges the loss of time to be justified and reasonable.

IV. YOUR PAY

Determining Salary

See Commonwealth of VA [Policy 3.05](#).

Classified positions are assigned to approximately 300 roles (titles) within about 60 career groups and seven occupational families. Each role is assigned to one of nine pay bands. Both the employee and the job are assessed for pay purposes using specified factors. Various pay practices are used to establish your original salary and to guide the movement of your salary.

The state does not guarantee any specific pay increases or any certain timetable for pay increases. Funds to support employee pay increases may be provided and earmarked by the Governor or the legislature, or may be identified by VMI depending on its budget. The legislature and Governor may provide for general pay increases in some years. These increases are usually linked to an employee's satisfactory job performance.

Pay Schedule

Paychecks will be distributed by direct deposit paid semi-monthly, normally on the first and sixteenth day of each month. If a payday falls on a weekend, the actual payday will be on the preceding Friday. If a payday falls on a state holiday, the actual payday will be the last workday immediately preceding the holiday.

Payroll periods and the corresponding pay dates are:

Payroll Period	Pay Date
25 th – 9 th of the month	16 th of the month
10 th – 24 th of the month	1 st of the month

Pay will be adjusted accordingly if an employee only works part of a pay period.

Direct Deposit

VMI requires all employees to have their pay electronically deposited in their bank. Direct Deposit forms are available at the HR office and are normally completed as part of your new employee paperwork.

You should notify the Payroll department immediately if there is a change in your account information. Any change requires a new Employee Electronic Direct Deposit Authorization form.

Pay stubs will be administered electronically. You can view and print them online through [PostView](http://postview.vmi.edu/) using the VMI network ID and password (<http://postview.vmi.edu/>).

If you do not have a VMI email address, Payroll can mail you a letter with instructions on accessing the pay advice using a PIN, VMI ID number, and social security to log into PostView as a guest. Please call x7157 if you do not receive a letter.

Payroll Deductions

The following items must be deducted from your pay: Social Security (FICA), federal withholding tax, and Virginia state withholding tax. You may choose to have other deductions taken out of your pay including state health insurance premiums, tax-deferred annuities, optional life insurance, flexible reimbursement accounts and administrative fees, long-term care, long-term disability, and Combined Virginia Campaign contributions.

V. BENEFITS

VMI offers comprehensive benefits coverage to classified employees. This section provides an overview of automatic and optional benefits programs available to you. More detailed and up-to-date information for the benefits programs can be found on the HR website, www.varetire.org, and www.dhrm.virginia.gov. Benefits are subject to change by the state or VMI.

Automatic Benefits Programs

Virginia Retirement System

You will be automatically enrolled in the state's retirement program, the *Virginia Retirement System* (VRS). VRS is a defined benefit plan, meaning the benefit will be calculated using a formula involving your age, total service credit, and average final compensation. You are vested in the plan when you have at least five years of service credit. Vesting is the minimum length of service needed to qualify for retirement or to receive a full refund of your member contribution account balance. An early retirement reduction factor is applied to your unreduced benefit amount if you retire with a reduced retirement benefit.

To learn more about retirement benefits, visit www.varetire.org or see the publications available online or in the HR office.

Group Life Insurance

You will be automatically enrolled in the group life insurance plan administered by VRS at no cost to you. This plan provides life insurance and accidental death and dismemberment insurance during active employment. The amount of the life insurance coverage for death from natural causes is your annual salary rounded to the next highest thousand, then doubled.

You also have the option to purchase additional life insurance, please see *Optional Life Insurance* below.

You can designate a beneficiary (other than as provided by Virginia law) by completing a "Designation of Beneficiary" form and submitting it to the HR office. This form is available online at www.varetire.org or at the HR office.

Worker's Compensation

If you have an injury at work you should immediately report it to your supervisor and the Human Resources office. Even if the injury does not appear to need medical attention, it is important to report it immediately. In the event that you need medical attention for the injury in the future, failure to report the injury immediately could result in denial of your worker's compensation claim.

If you need medical attention for a workplace injury or illness you must choose a physician from the Approved Panel of Physicians. This is available from the HR office. If a panel physician is not available, or you need urgent medical attention, you should seek emergency room treatment.

If you have an accident or an illness arising from, and occurring in, the course of the job, you may be entitled to compensation to help with wages lost during any resulting period that you are unable to work.

Virginia Sickness and Disability Program

You will be enrolled automatically in the *Virginia Sickness and Disability Program (VSDP)*. If you were hired before January 1, 1999 but did not elect VSDP during one of two open enrollment periods offered in 1999 and 2002, you are not covered by VSDP.

VSDP provides income protection if you cannot work because of a non-work related or work-related illness, injury or other condition. VSDP benefits include sick, family and personal leave; short and long term disability coverage; long-term care coverage; transitional, medical rehabilitation and vocational rehabilitation plans to help employees return to work if able, and free advocacy services to assist employees in applying for Social Security Disability Insurance benefits.

Optional Benefits Programs

Health Insurance

Employees have the option to participate in The Commonwealth of Virginia health benefits program.

You have 30 days from your hire date to decide whether to enroll in the State Health Benefits Program or to waive coverage. The state's program, administered by the Department of Human Resource Management, includes medical, behavioral health, dental, and prescription drug coverage. You can choose membership for employee only, membership for employee plus one dependent or family membership for the employee and two or more dependents. Your portion of the premium is paid by payroll deduction.

In general, employees can only make plan and/or membership changes once a year during the open enrollment period. Open enrollment is a month long period in the early spring, with the changes becoming effective the following July 1. Certain "qualifying events" allow participants to make a change in membership outside of the open enrollment period. Examples of qualifying events include marriage, divorce, birth, adoption, and spousal employment change.

Employee Assistance Program

As part of the state health care coverage, employees have access to the Employee Assistance Program (EAP). The EAP offers counseling, mental health and substance abuse programs for employees and covered dependents. All inquiries and contact made with the EAP are completely confidential. The 24 hour EAP help line number is 1-877-725-0602.

You are granted administrative leave for the initial meeting with an EAP-referred counselor. You must charge any additional time required for assistance to appropriate leave balances.

Optional Life Insurance

In addition to the automatic life insurance you receive upon employment with VMI, you are able to purchase additional coverage through the Optional Group Life Insurance Program. This coverage can also cover a spouse and dependent children. Optional group life insurance provides

benefits for natural and accidental death or dismemberment. You pay the premiums through payroll deduction.

Medical Reimbursement Accounts

You are eligible to participate in the Commonwealth's medical reimbursement account. This program lets you set aside a portion of salary each pay period on a pre-tax basis for out-of-pocket medical expenses not covered by your health benefits plan. Using one of these plans will reduce your taxable income. Unused funds designated for medical reimbursement accounts cannot be refunded.

Dependent Care Reimbursement Accounts

A dependent care reimbursement account allows you to set aside a portion of salary each pay period on a pre-tax basis to reimburse eligible expenses incurred for the care of a child, disabled spouse, elderly parent, or other dependent that is physically or mentally incapable of self-care. Like the medical reimbursement accounts, this program will reduce taxes and increase available income, and unused funds will not be refunded.

Deferred Compensation Plan

Virginia offers a deferred compensation plan administered by ING North America Insurance Corporation. This plan is available to all employees. Please note that when you begin employment as a salaried employee, the state will automatically enroll you in the plan unless you already have a 457 account, self enroll, opt out or actively contribute to a 403(b) account. This program allows you to set aside a portion of income, pre-tax through payroll deduction, into a voluntary retirement savings plan.

Tax Sheltered Annuity

You also have the option of participating in a tax-deferred annuity. These investment plans allow you to invest a portion of salary, pre-tax, in a 403(b) retirement savings plan. You can choose from three providers for the 403(b) plan: TIAA-CREF, VALIC and Equitable.

Cash Match Program

If you participate in either the 403(b) tax shelter or 457 deferred compensation plan, you can also take advantage of the Cash Match Program. VMI will provide a 50% match of the monthly contribution to a participating provider, up to a maximum of a \$40 match per month (or \$20 per pay day). To receive the maximum employer match, you must contribute at least \$40 per pay day.

You can participate in the 403(b) and the 457 plans at the same time, but the Cash Match is only available for one plan at a time.

Benefits Coverage upon Leaving Employment

Upon leaving employment with VMI, employees have the option to convert the group life insurance coverage and to extend the health care coverage under the *Consolidated Omnibus*

Budget Reconciliation Act of 1986 (COBRA). If an individual enrolls in COBRA, the health care coverage under the state Health Benefits Program can be extended for up to 18 months at the individual's own expense, without contribution from the state or VMI.

VI. LEAVE TIME

See VA Policy [4.30](#) and the VMI Guide to Classified Leave for Employees (appendix) for more information.

VMI recognizes that there will be times when you will want or need to take time off from work. State policy provides several types of leave that you are expected to request ahead of time, as well as leave to cover unexpected circumstances. There also may be times when the Institute is unable to operate under the regular schedule and must close or adjust hours.

The types of leave are defined in great detail in individual policies on [DHRM's website](#). More information about leave accrual, leave credit, carry over, and payout can be found in the VMI Guide to Classified Leave for Employees in the appendix to this Handbook.

Reporting Leave

You are responsible for accurately tracking, recording, and reporting leave usage. For each pay period, you must complete the form titled "Classified Employee Work Record." Your supervisor must review and sign the work record.

Handbook questions, comments, or updates?

Contact MAJ Cristina Buccina, HR Officer, buccinacm@vmi.edu or x7312.

APPENDIX

Guide to Classified Leave Policy/Procedure For Employees

The VA Department of Human Resource Management policies determine classified employees' work schedules and leave time. The standard workweek for a classified employee is a five day, 40-hour per week schedule. VMI's work week runs from the beginning of an employee's work shift on Friday to the end of the work shift on Thursday.

Employees who work at least six consecutive hours get a meal break of at least 30 minutes, except in situations where shift coverage precludes such lunch breaks. The lunch period should not be included in the count of hours worked per day. However, when employees are required to work during their lunch, that period should be counted as time worked.

Supervisors may, at their discretion, grant employees who work an eight-hour day a maximum of two 15-minute rest breaks per day, before and after the required lunch period. Rest breaks are included in the hours worked per day.

Please note, the lunch period and the break(s) must be taken separately and breaks may not be used to extend the lunch period. Except with prior approval lunch breaks should not be adjusted to compensate for employees' late arrival or early departure, or to cover time off for other purposes.

The following guide details the leave policies in brief, and provides links to the relevant Virginia policies.

Annual Leave – Policy [4.1](#)

Annual Leave policies and procedures apply to **all** classified employees. You must request annual leave as far in advance as possible from their supervisor, and receive approval from the supervisor.

Supervisors should attempt to approve an employee's request for annual leave, so long as operations are not adversely affected. However, supervisors may deny the requests because of business requirements.

Any denial of leave requests should be consistently and fairly applied. The "leave year" runs from 10 Jan – 9 Jan.

The chart below shows the accrual rate for annual leave, the maximum amount of accrued annual leave that can be carried over to the next leave year, and the maximum amount of annual leave payable upon separation from state service.

Full-Time Classified Employees			
Years of Service	Pay Period Accrual Rate	Maximum Carryover	Maximum Payment
under 5 years	4 hours	192 hours (24 days)	192 hours (24 days)
5-9 years	5 hours	240 hours (30 days)	240 hours (30 days)
10-14 years	6 hours	288 hours (36 days)	288 hours (36 days)

15-19 years	7 hours	336 hours (42 days)	288 hours (36 days)
20-24 years	8 hours	384 hours (48 days)	336 hours (42 days)
25 years or more	9 hours	432 hours (54 days)	336 hours (42 days)

Annual leave accrues at the end of the day on the 9th and the 24th of the month. The employee can use the leave beginning the first day of the next pay period. An employee must have worked (or been on paid leave) for the entire pay period in order to accrue annual leave.

New or re-hired employees who start work on the first available work day after the start of a new pay period will be designated as having started work at the beginning of the pay period.

Annual Leave does NOT accrue in the following situations:

- during any semi-monthly pay period when (a) the employee is on leave without pay (including leave sharing), or (b) no work is performed by the employee (e.g., 10-11 month employees in their non-working times);
- after 90 consecutive *calendar* days of leave with pay, regardless of the type of leave to which the absence is charged, including short-term disability (STD) under the Virginia Sickness and Disability Program (VSDP). A return to work for a full pay period interrupts the count of 90 consecutive calendar days of leave with pay. If another period of Leave With Pay occurs, a new 90-day period begins and the employee continues or resumes leave accrual;
- when an employee is suspended (Leave Without Pay) pending the results of an official investigation or of court action or placed on disciplinary suspension, except that:
 - if a suspension extends into a second pay period, accrual of annual leave shall resume in the second pay period unless the period of suspension exceeds 15 calendar days; and
 - if a suspension extends into a third pay period, accrual of annual leave shall resume in the third pay period;
- when an employee is on Leave Without Pay-Layoff or Temporary Work Force Reduction non-working status.
- when the employee is in non-working Long Term Disability (LTD) status through VSDP.

Sick Leave & Family Personal Leave – [Policies 4.55](#) and [4.57](#)

When it comes to sick leave and family personal leave, employees fall into one of three categories: (1) those who chose to continue in the old traditional sick leave program; (2) Virginia Sickness and Disability (VSDP) employees hired or rehired before 1 July 2009; and (3) VSDP employees hired or rehired on or after 1 July 2009.

If you are uncertain which category you fall into, please call the Human Resources office at x7322.

The chart below details which sickness and disability benefits are available to these three employee populations.

Sickness & Disability Benefits available as of July 1, 2009	By Employee Population (EE = Employee)		
	EMPLOYEES COVERED UNDER THE TRADITIONAL SICK LEAVE PROGRAM	VSDP EMPLOYEES HIRED OR REHIRED BEFORE 7-1-09	VSDP EMPLOYEES HIRED OR REHIRED ON OR AFTER 7-1-09
Short Term Disability (STD)	Not eligible for STD. Physician's certification of disability (or FMLA Certification) required for extended medical absences. EE may be placed on unconditional LWOP up to 12 months (agency may extend). Agencies may review employment options in situations of extended periods of sick leave.	Available for up to 125 workdays after a 7-day waiting period for approved claims. Physician's certification of disability or FMLA Certification required for extended medical absences not approved by Unum.	After 1 year of continuous state service (including leave without pay), STD is available for up to 125 workdays after a 7-day waiting period for approved claims. Physician's certification of disability or FMLA Certification required for extended medical absences not approved by Unum.
STD Days of Income Replacement	Not eligible for STD.	Income replacement begins on 8th day for approved claims that are filed timely. Income replacement begins at 100%, reduces to 80% and then 60%, depending on total months of service.	After 1 year, income replacement begins on 8th day for approved claims that are filed timely. Income replacement will be 60 % during the first 5 years (includes 1 year waiting period); after 5 years, 100%, 80%, and then 60% based on total months of service.
Sick Leave	Accrue five hours per pay period for EEs working a 40-hour per week schedule. No carryover limit. 33% of the employees available sick leave balance may be used for family illness under FMLA.	64-80 hours per year. Allotment rates based on total years of state service or date of employment for new hires/rehires. May be used for personal illnesses & medical visits. 33% of the available balance may be used for family illness under FMLA. No carryover.	64-80 hours per year. Allotment rates based on total years of state service or date of employment for new hires/rehires. May be used for personal illnesses & medical visits. 33% of the available balance may be used for family illness under FMLA. No carryover.
Family Personal Leave	Not eligible for Family/Personal Leave.	16-40 hours per year. May be used for any purpose (with supervisor approval). Allotment rates based on total years of state service or date of employment for new hires/rehires. No carryover.	16-40 hours per year. May be used for any purpose (with supervisor approval). Allotment rates based on total years of state service or date of employment for new hires/rehires. No carryover.

Holiday Leave for all Classified Employees – [Policy 4.25](#)

Virginia observes 12 paid holidays. VMI observes some of these over the Christmas holiday.

The Commonwealth observes the following 12 paid holidays:

New Year's Day – January 1
Lee-Jackson Day – Observed during Christmas Break
Martin Luther King, Jr. Day – Observed during Christmas Break
George Washington Day – Observed during Christmas Break
Memorial Day – Last Monday in May
Independence Day – July 4
Labor Day – Observed during Christmas Break
Columbus Day and Yorktown Victory Day – Observed during Christmas Break
Veterans Day – Observed during Christmas Break
Thanksgiving Day – Observed during Christmas Break
The day after Thanksgiving
Christmas Day – December 25

In addition, other workdays may be designated as holidays by the Governor or by the President of the United States.

If an employee is required to work on a holiday they are paid for the holiday plus pay or compensatory leave for hours actually worked.

Administrative Leave – [Policy 4.05](#)

Administrative leave is paid and/or unpaid leave time to employees who are performing certain civic duties and to employees who are participating in the formal resolution of workplace conflicts and certain other work-related activities.

VMI must permit employees to be away from work for these purposes:

- As required by a summons to jury duty.
- To appear as a crime victim or as a witness in a court proceeding or deposition as compelled by a subpoena or summons.
- To accompany the employee's minor child when the child is legally required to appear in court.
- To serve as an officer of election.
- To serve as a member of a state council or board.
- To attend his or her own naturalization ceremony.

Civil and Work-Related Leave does not apply to an employee:

- who is a defendant in a criminal matter, where criminal matter means either an alleged misdemeanor or felony,
- who has received a summons to appear in traffic court (except as a witness), or
- who is a party to a civil case, either as plaintiff or defendant, or who has any personal or familial interest in the proceedings.

Military Leave – [Policy 4.5](#)

Employees can take leave, with or without pay, for active duty in the armed services of the United States. Military leave also permits employees who are former and inactive members of the armed services, or current members of the reserve forces of any of the United States' armed services, or of the Commonwealth's militia, or the National Defense Executive Reserve to take military leave in accordance with federal and state law. Employees in the Commonwealth's Militia called up by the Governor to respond to natural or man-made disasters will receive continued salary.

Worker's Compensation – [Policy 4.6](#)

All employees who suffer injuries or occupational diseases are entitled to benefits required by the Virginia Worker's Compensation Act.

Leave without Pay – [Policy 4.45](#)

An employee may take unconditional leave (approved absence from work without pay that guarantees reinstatement to the position held by the employee before the leave was taken) for reasons that include:

1. educational purposes that require a longer period of absence than that permitted for educational leave with pay (see [Policy 4.15, Educational Leave](#));
2. military purposes that require a longer period of absence than that permitted for military leave with pay (see [Policy 4.50, Military Leave](#)); and
3. personal purposes, including illness for employees participating in the Traditional Sick Leave Program, and or for a FMLA covered absence to care for a family member. (also see [Policy 4.20, Family and Medical Leave](#)).

VMI may grant conditional leave without pay (approved absence from work without pay, other than for military leave, that guarantees reinstatement only if the employee's position is available when he or she desires to return from leave. If the position is not available, the employee will be separated and may be employed again only after going through the normal recruitment and selection process.) if a guarantee of reinstatement is not practical due to VMI's need to fill the employee's position. This leave without pay may be granted for the same reasons listed above for unconditional leave without pay, excluding military leave without pay.

Overtime – [Policy 3.15](#)

In some cases, VMI may grant overtime leave instead of overtime pay when an employee covered by the Fair Labor Standards Act (non-exempt) works more than 40 hours in any workweek.

The rate of overtime leave is one and one-half hours of leave for every hour worked over 40 in any workweek.

An employee's request to use overtime leave must be approved, or an alternate date within a reasonable time after the request approved, unless the absence would unduly disrupt operations.

Employees may not have an overtime leave balance in excess of 240 hours, unless the employee holds a non-exempt public safety, emergency or seasonal position, in which case his or her overtime leave balance shall not exceed 480 hours.

Public Safety positions include law enforcement, fire fighting or related activities; Emergency response positions includes dispatching of emergency vehicles and personnel, rescue work and ambulance services;

Seasonal activity positions include work during periods of significantly increased demand, which are of a regular and recurring nature.

Maintaining a maximum balance of 480 hours increases VMI's liability. Employees whose overtime leave hours have reached the 240- or 480-hour limit must be compensated with time and one-half overtime pay for additional overtime hours worked until the overtime leave balance has been reduced through the use of leave or the payment of leave hours.

Overtime leave does not lapse, but is subject to the maximum accrued amount described above.

Compensatory Leave – [Policy 3.10](#)

Compensatory leave is paid time off for an eligible employee having worked additional hours in a workweek; having worked on an official office closing day, a holiday, or a scheduled day off; or when a holiday falls on an employee's scheduled day off. Accrued compensatory leave may be used to provide paid time off from work for any purpose.

A non-exempt employee is eligible to earn compensatory leave only when the hours worked in a workweek are 40 hours or less. If a non-exempt employee works more than 40 hours, the Overtime Leave policy ([Policy 3.15](#)) applies. For example, if an employee works an additional four hours during a week when he/she took four or more hours leave, the four additional hours would be compensatory leave earned.

Compensatory leave should be authorized before the employee works the hours that result in compensatory leave.

Official Closings: Inclement Weather/Emergencies

When weather or other emergency situations force late openings, early closings, or full-day closings of VMI offices, full-time employees receive full pay for these periods. To receive full payment, the employee must work or be on pre-authorized **paid leave** the workdays immediately before and after the closing. Those employees who do not qualify for such leave must charge the time to annual, overtime or compensatory leave.

Some positions are considered “essential,” and these employees must report to work when the Institute is officially closed due to inclement weather or other emergencies (including late openings or early closings).

If VMI is closed due to bad weather or emergency on your normal day off, employees will not be credited with compensatory leave.

If an employee is late to work because of transportation difficulties caused by bad weather, the lost time need not be deducted from the employee's leave balance, if you judge the loss of time to be justified and reasonable.

Designated/essential employees are as listed below:

Physical Plant personnel as follows:

- Grounds
- Facility Maintenance Team 1
- Facility Maintenance Team 2

- Housing Maintenance Team
- Waterproofing
- Heat Plant
- Customer Service and Logistics (includes Supply, Motor Pool, and Customer Service)
- Housekeeping

Hospital Duty Nurse(s)

Post Police Duty Officer(s)

Designated employees receive compensatory leave or pay for the hours worked during a normally scheduled shift, whether it is an entire shift or a partial shift closing. Those employees who are required to work in excess of the 40 hours in a normal work week will be compensated in accordance with the federal Fair Labor Standards Act for the excess time worked (overtime payments), provided those employees are non-exempt. Employees in exempt positions will be compensated with straight time for the hours worked in excess of the 40 hours in a normal workweek.

Designated employees who do not report to work as scheduled, or who must leave before the end of the shift during authorized closings, must charge time missed to annual, sick, overtime, compensatory leave, or leave without pay as appropriate. A designated employee's failure to report to work as required during authorized closings may be grounds for discipline under the Standards of Conduct policy.

Community Service/School Assistance – [Policy 4.4](#)

Employees have up to 16 hours of paid leave in any leave year to provide volunteer services through eligible non-profit organizations within or outside their communities. Such service may be provided as a member of a service organization or through authorized school assistance.

Supervisors may require written verification from an official of the service organization for use of volunteer leave. If the leave is used for school assistance, written verification should be from a school administrator or teacher.

Volunteer Opportunities Eligible for Community Service Leave:

Volunteer Fire Departments and Rescue Squads - Members of volunteer fire departments and rescue squads, or auxiliary units thereof, shall be granted paid leave of up to 24 hours under this policy in accordance with §2.2-2821.2 of the Code of Virginia.

Other Volunteer Service Activities - Employees may be granted paid leave under this policy to provide voluntary service as part of an organized service project sponsored by a community, national or other service organization.

For example, an employee could be granted volunteer leave to:

- deliver meals to the elderly or to needy community citizens through an organization such as Meals on Wheels;
- attend non-profit boards and committee meetings (Scouts, Big Brother/Big Sister, Red Cross, etc.);
- participate in activities directly related to non-profit fundraising (e.g., set up/take down, registration, answering phones, recruiting/organizing/training volunteers);
- do yard work, painting, cleaning, maintenance through a non-profit organization, or;
- volunteer for Scouts, Big Brother/Big Sister, or other non-profit organization.

School Assistance

Employees with children may be granted paid leave under this policy to:

- meet with a teacher or administrator of a public or private preschool, elementary school, middle school, or high school concerning their children, step-children, or children for whom the employee has legal custody; or
- attend a school function in which such children are participating.

Any employee may be granted paid leave under this policy to perform volunteer work approved by any teacher or school administrator to assist a public preschool, elementary school, middle school, or high school.

Home Schooling

Employees may be granted paid leave under this policy to assist in the education of their child (or step-child or child for whom the employee has legal custody) in state-approved home education curricula, including meetings with local school board officials and required field trips.

Note: Employees must receive approval from their supervisors prior to using volunteer leave. If response to emergency situations as a member of a volunteer fire department or rescue squad will result in tardiness, employees must notify their supervisors according to VMI procedures.

Leave Sharing – Policy 4.35

Leave sharing allows eligible employees in Leave Without Pay status to receive income by using annual leave hours donated to them by other employees. Employees can only donate annual leave hours; sick leave and other types of leave cannot be donated.

A copy of the recipient Application Form and Donor Form are available [here](#) and from the HR office.

Employees who participate in the traditional sick leave program can request donated annual leave if the employee:

- experiences leave without pay due to a personal illness or injury, or
- experiences leave without pay due to a family member's illness or injury for which the employee is using Family and Medical Leave.

Employees covered by VSDP may request donated annual leave if:

- the employee experiences leave without pay due to a family member's illness or injury for which the employee is using Family and Medical Leave.

NOTE: Employees who participate in the VSDP receive program benefits for personal injury or illness and, therefore, are not eligible for leave donations for these reasons.

Before being eligible to receive continued pay through the Leave Sharing program, an employee must have exhausted all personal leave balances (annual, traditional sick, VSDP family/personal, compensatory, overtime, and any VSDP personal sick leave that may be used for FMLA family reasons) and be designated in a leave without pay (LWOP) status.