

## **Administrative and Professional (A/P) Faculty Leave Reporting** **Frequently Asked Questions**

### **Who is required to submit leave sheets?**

If you are an A/P Faculty, your position is NOT a 9 months position, and you are eligible for benefits, you are required to submit a leave report at the end of each pay period. Longwood University's pay period goes from the 10<sup>th</sup> – 24<sup>th</sup> and the 25<sup>th</sup> – 9<sup>th</sup> of each month. Leave reports are due in the Human Resources office the next business day after the 24<sup>th</sup> and 9<sup>th</sup> of each month.

### **When is my leave sheet due to the HR office?**

Longwood University's pay period goes from the 10<sup>th</sup> – 24<sup>th</sup> and the 25<sup>th</sup> – 9<sup>th</sup> of each month. Leave reports are due in the Human Resources office the next business day after the 24<sup>th</sup> and 9<sup>th</sup> of each month.

### **Which leave report do I use?**

There are two different types of leave reports; one for Virginia Sickness and Disability (VSDP) participants and another for Standard sick leave participants. Please use the appropriate leave sheet depending on your sick leave type. The leave reports are located on the Human Resources website under Forms and Publications section.

### **How do I know which sick leave plan I am under?**

If your leave balances on Payline indicate so many hours of sick leave and so many hours of Family/Personal leave, you are a participant under VSDP. Otherwise, you are under either the Longwood sick leave plan (960 hours annually) or the traditional sick leave plan (accrue 5 hours per pay period).

### **How do I know what my leave balance is?**

You may log into Payline and select Leave History menu to review your leave balance for the end of a pay period. Your leave balance are updated on Payline on each payday. Always note that if you have not submitted all your leave reports in a timely fashion, the leave balances reflected Payline may NOT be accurate. Thus, it is very important that you submit your leave reports on time.

### **What leave types do I receive every year?**

Each A/P Faculty who is eligible for leave accrual will receive Sick leave, Annual leave, Family/Personal leave (if applicable), Community Service and Floating Holiday leave.

### **What is Annual Leave?**

Please refer to the Employment Management for Administrative and Professional Faculty policy on the Human Resources website at the following link:

[http://www.longwood.edu/HR/FINAL\\_POLICY\\_BASE/5000/5226.htm](http://www.longwood.edu/HR/FINAL_POLICY_BASE/5000/5226.htm)

### **How many hours of annual leave do I accrue?**

Leave eligible A/P employees accrue eight hours of annual leave every pay period. This is 16 hours per month.

### **What is Sick Leave?**

- If you are on the Longwood sick leave plan, please refer to the Employment Management for Administrative and Professional Faculty policy on the Human Resources website at the following link:

[http://www.longwood.edu/HR/FINAL\\_POLICY\\_BASE/5000/5226.htm](http://www.longwood.edu/HR/FINAL_POLICY_BASE/5000/5226.htm)

- If you are a VSDP participant, please refer to the VSDP handbook on the Department of Human Resources Management (DHRM) website at the following link:

<http://www.dhrm.state.va.us/hrpolicy/policy.html#vsdp>

### **What is Family/Personal Leave?**

This leave type is given to employees who are under the Virginia Sickness and Disability program. This leave may be used for any approved leave.

### **I see Compensatory leave balance on my Payline leave record.**

#### **What is Compensatory leave?**

A/P employees are not eligible for compensatory time, however, if you see a balance under Compensatory leave category in Payline, that is your unused holiday leave balance. Longwood University does not close on all state holidays. Please refer to the Longwood Holiday and Winter Closing schedule, available on the Human Resources home page. Each day listed on the Longwood Holiday schedule is considered a closing for Longwood. If the university is closed for a holiday and you were required to work, you are given the total number of hours you worked on that day. These hours will remain on your leave balance for 12 months from the date earned. Holiday leave may be used for any type of leave before expiration.

### **What code do I use to indicate that I was off due to university holiday closing?**

Indicate how many hours and the code 'H' to show that you took a day off due to holiday closing.

### **What is a Floating Holiday?**

Floating holiday is a day given to all leave eligible A/P employees at the beginning of the leave year. This holiday leave may be used for any leave until the end of the leave year. Floating holiday expires at the end of the leave year, if not used.

### **How do I note Floating holiday use on my leave sheet?**

Show number of hours and place the code 'H' next to the number of hours. Right below that, write in 'Floating Holiday' so that I know to deduct the hours from floating holiday leave. For example, you took a full day off on March 8<sup>th</sup> and you want to use your floating holiday for this day. Your leave sheet would show:

Feb 25	Feb 26	Feb 27	Feb 28	Mar 01	Mar 02	Mar 03	Mar 04	Mar 05	Mar 06	Mar 07	Mar 08	Mar 09
X	X	X	X	X	X	X	X	X	X	X	8H*	X

\*Floating holiday

### **I would like to use one of my unused holiday hours. How do I note that on my leave sheet?**

Show number of hours used and place the code 'H' next to the number of hours. Right below that, write in the date of the holiday you want to use so that I know to take the hours from the specified unused holiday. For example, you worked on July 4<sup>th</sup> last year and you still have those 8 hours on the book. You took a full day off on March 8<sup>th</sup> and you want to use the above unused 8 hours for this day. Your leave sheet would show:

Feb 25	Feb 26	Feb 27	Feb 28	Mar 01	Mar 02	Mar 03	Mar 04	Mar 05	Mar 06	Mar 07	Mar 08	Mar 09
X	X	X	X	X	X	X	X	X	X	X	8H*	X

\*July 4<sup>th</sup> Holiday

### **What happens if I use an unused holiday but I didn't note which holiday I am using on my leave sheet?**

If you use a holiday leave on a regular work day but you did not note which unused holiday, it will be determined that you are using the oldest unused holiday leave. Remember that your unused holiday hours expire within 12 months from the date earned.

### **What happens if I use a leave type for which I have no or little balance available?**

If you use a leave type for which you have a zero balance or don't have enough balance, the next available leave type will be used. For example, you submitted your leave sheet with 16 hours of sick leave hours used but your sick leave balance at the time was only eight hours. We would deduct eight

hours from the remaining sick leave balance and deduct 8 hours from your annual leave.

**Which leave types carry-over to the next leave year?**

Annual leave, holiday leave, and traditional sick leave hours.

**How many hours can I carry over?**

- Annual Leave – a maximum of 192 hours may be carried over to the next leave year. On January 9<sup>th</sup> of each year, employees forfeit all unused annual leave hours that exceed the carry over limit stated above.
- Traditional Sick Leave – If an employee is on the traditional sick leave plan, there is no limit as to how many hours can be carried over.
- Sick Leave and Family/Personal hours for VSDP Participants – all unused hours for these leave categories may not be carried over to the next year.
- Holiday Leave – Each unused holiday will carry over to the next year and remains on the books until used or expiration date, whichever comes first. For example, if you worked on July 4, 2005, while the university is closed, eight hours will remain on the books until July 4, 2006 or until you use it.

**Do I get a payout for any leave type when I resign?**

NO. A/P employees do NOT receive payout at separation from Longwood for any leave category.

**I still have a question about leave reporting. Who do I contact?**

Please contact Konjit Yohannes in the HR office at 2607 or [yohanneskx@longwood.edu](mailto:yohanneskx@longwood.edu)