

# LEAVE OPTIONS @ MASON

12-MONTH ADMINISTRATIVE / PROFESSIONAL / INSTRUCTIONAL and RESEARCH FACULTY

TYPE OF LEAVE WITH PAY	AMOUNT OF <b>PAID</b> LEAVE	ADDITIONAL LEAVE DEFINITIONS/ INFORMATION
Annual Leave	<ul style="list-style-type: none"> <li>•Individuals accrue 8 hrs (bi-weekly, 7.39hrs) each pay period, for a total of 192 hours or 24 days of annual leave per fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>•All new hires will be awarded 40 hours of initial annual leave that expires within 1 year.</li> <li>•Roll over of up to a maximum of 168 hours happens on June 25<sup>th</sup> each year.</li> </ul>
Traditional Sick Leave (non VSDP)	<ul style="list-style-type: none"> <li>•Individuals accrue 6.67 hrs (bi-weekly, 6.16hrs) each pay period, for a total of 160 hours (20 days) of sick leave per fiscal year.</li> </ul> <p><i>(Traditional vs. Virginia Sickness and Disability Program depends upon the retirement option you select when hired.)</i></p>	<ul style="list-style-type: none"> <li>•Sick leave is intended for use when an individual is unable to work due to illness, injury, or disability due to medical treatment, pregnancy, or childbirth.</li> <li>•Up to 960 hours (120 days) of unused sick leave may be carried forward to the next fiscal year (each June 25<sup>th</sup>).</li> <li>• All new hires will be awarded 40 hours of initial sick leave that must be used in 1 year.</li> </ul>
VSDP Sick Leave	<ul style="list-style-type: none"> <li>•Less than 60 months of state service=64hrs (8 days)</li> <li>•60-119 months of state service=72hrs (9 days)</li> <li>•120+months of state service=80hrs (10 days)</li> </ul>	<ul style="list-style-type: none"> <li>•Sick leave refers to leave due to personal illness and is given annually on January 10<sup>th</sup>.</li> </ul>
VSDP Family/ Personal Leave	<ul style="list-style-type: none"> <li>•Fewer than 119 months of state service=32hrs (4 days)</li> <li>•120+ months of state service=40hrs (5 days)</li> </ul>	<ul style="list-style-type: none"> <li>•Family and personal leave refers to leave taken for the care of an ill or injured family member or unspecified personal reasons and is given annually on January 10<sup>th</sup>.</li> </ul>
VSDP Short-Term/Long-	<ul style="list-style-type: none"> <li>•Short-term disability benefits provide an income replacement of 60-100% of your pay for a maximum of 125 workdays.</li> <li>•Long-term disability benefits provide an income</li> </ul>	<ul style="list-style-type: none"> <li>•Short-term disability begins after satisfying a 7 calendar day waiting period and is payable during periods of total disability, partial disability, maternity leave, or periodic absences due to a major chronic</li> </ul>

Term Disability	replacement of 60% of your pay.	condition <ul style="list-style-type: none"> <li>•Long-term disability begins after you have been on short-term disability for 125 workdays (6 months)</li> <li>•Recipients must have been employed for at least one year to be eligible for short term disability benefits.</li> </ul>
Holiday Leave	<ul style="list-style-type: none"> <li>•The University observes <a href="#">12 paid annual holidays</a> including:  New Year's Day      Martin Luther King , Jr. Day  Memorial Day      Labor Day  Independence Day      Thanksgiving (2 days)  (The remaining days are during the winter holiday period.)</li> </ul>	<ul style="list-style-type: none"> <li>•Individuals will earn their scheduled holiday leave by either working or having paid leave to cover the scheduled work shift on the work day before and the work day after the holiday.</li> <li>•Go to <a href="http://hr.gmu.edu/benefits/leave/holiday_schedule.php">http://hr.gmu.edu/benefits/leave/holiday_schedule.php</a> for more information on holiday leave.</li> </ul>
Bereavement Leave	<ul style="list-style-type: none"> <li>•Up to 3 consecutive workdays of leave with pay in the event of the death of an immediate family member.</li> </ul>	<ul style="list-style-type: none"> <li>•Sick leave may be used if the employee is in the traditional sick leave program.</li> <li>•Family and personal leave can be used if the employee is in VSDP.</li> </ul>
Civil & Work-Related Leave	<ul style="list-style-type: none"> <li>•Amount of leave is based upon court documentation</li> </ul>	<ul style="list-style-type: none"> <li>•Leave taken to serve on a jury, to appear as a witness in a court proceeding or deposition, as compelled by a subpoena or summons, or to accompany a minor child to court when the child is legally required to be present.</li> </ul>
Military Leave	<ul style="list-style-type: none"> <li>•Individuals are entitled to 15 workdays of leave with pay per federal fiscal year for annual active duty training.</li> </ul>	<ul style="list-style-type: none"> <li>•A request for leave and a copy of the official orders must be submitted in advance of the absence. If feasible, training leave should be scheduled at a time which least interferes with assigned duties.</li> </ul>
Study Leave	<ul style="list-style-type: none"> <li>•After seven years of service, faculty members may be eligible for up to three months of full salary</li> </ul>	<ul style="list-style-type: none"> <li>•Only <i>administrative and professional faculty</i> is eligible.</li> <li>•Leave may be used to develop new competencies and skills or to research and develop services, programs or other initiatives to benefit the University.</li> </ul>
School Assistance and Volunteer Service Leave	<ul style="list-style-type: none"> <li>•16 hours of paid leave per calendar year to provide volunteer services through eligible non-profit organizations</li> </ul>	<ul style="list-style-type: none"> <li>•Only <i>administrative and professional faculty</i> is eligible.</li> <li>•For more information go to <a href="http://www.dhrm.state.va.us/hrpolicy/policy/pol4_40.pdf">http://www.dhrm.state.va.us/hrpolicy/policy/pol4_40.pdf</a></li> </ul>
Transitional Leave	<ul style="list-style-type: none"> <li>•After five years of service, faculty members may be eligible for one semester of paid leave at his/her converted 9-month salary.</li> </ul>	<ul style="list-style-type: none"> <li>•Paid leave that occurs <i>when converting to a 9-month instructional or research faculty position.</i></li> <li>•Leave may be used for study, research, etc., but no</li> </ul>

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TYPE OF LEAVE WITHOUT PAY	AMOUNT OF <b>UNPAID</b> LEAVE	ADDITIONAL LEAVE DEFINITIONS/ INFORMATION
Personal Leave	•Eligible for up to 24 months of unpaid leave.	•This leave may be granted on a contractual basis with annual approval and renewal by the dean or director.
Illness Leave	•Eligible for up to 24 months of unpaid leave.	
Educational Leave	•Eligible for up to 24 months of unpaid leave	•This leave is available to <i>tenured and non-tenured faculty</i> for educational pursuits, subject to approval by the department chair, school/college dean & Provost.
Military Leave	•If called to active duty due to declaration of war, faculty is placed on leave without pay from the University.	• <i>Twelve-month faculty</i> may use accrued annual or holiday leave to continue pay for active military duty. •Leave accruals stop after 90 calendar days if faculty use paid leave to cover this absence.
Agency Convenience Leave		•This leave is granted to <i>full-time 12-month faculty who change to 9/10-month status.</i>

TYPE OF LEAVE WITH PARTIAL PAY	AMOUNT OF <b>PARTIAL PAY</b> LEAVE	ADDITIONAL LEAVE DEFINITIONS/ INFORMATION

Educational Leave	<ul style="list-style-type: none"> <li>•Eligible for up to 24 months at partial pay</li> </ul>	<ul style="list-style-type: none"> <li>•This leave is available to <i>tenured and non-tenured faculty</i> for educational pursuits, subject to approval by the department chair, school/college dean, and Provost.</li> </ul>
Study Leave	<ul style="list-style-type: none"> <li>•One semester full pay and one semester no pay or two semesters half pay.</li> </ul>	<ul style="list-style-type: none"> <li>•Only <i>instructional and research faculty</i> are eligible.</li> <li>•Awarded upon committee recommendation.</li> </ul>

*NOTE: For all leave options, part-time and less than 12 month appointees (at least .5 FTE) may accrue proportionate amounts of leave based upon their FTE (Full-time equivalent).*

For more information and additional leave options, please go to the [ADMINISTRATIVE/PROFESSIONAL FACULTY HANDBOOK](http://hr.gmu.edu/policy/AdmHandbook.Finall-1-07.pdf) at <http://hr.gmu.edu/policy/AdmHandbook.Finall-1-07.pdf>.