



LEAVE OVERVIEW

LEAVE OPTIONS

The University of Virginia offers several Leave of Absence options for eligible employees. The leave types vary depending on the classification of employee. The UVA HR website has a summary of the available leave types. <https://hr.virginia.edu/time/paid-leave>

Unum administrators leave of absences for Uva. To file for a leave of absence, an employee would reach out directly to Unum.

Type of Leave managed by Unum

- Family Medical Leave Act
- Paid Parental Leave
- Military Leave
- Short Term disability (ORP and MCRP retirement plan participants)

Type of Leave managed by UVA

- Paid Parental Leave (for Faculty, PRS and Classified staff)
- Personal or Educational Leave
- Bone Marrow/Organ Donation Leave

SHORT TERM DISABILITY BENEFITS

Medical Center

Eligible employees

- 6 months of continuous service in a benefit eligible position
- Current, active employee

Short Term Disability Plan

- The short term disability benefit is administered by **Unum**.
- 14 day unpaid elimination period before benefits would begin.
- After the elimination period is met, benefits would be for 60% of normal salary, up to weekly benefit maximum of \$1,100.
- The STD benefit would offer benefits for up to 24 weeks, based on continued disability.
- An employee would be eligible to apply for Long Term Disability benefits if the disability will continue past the STD benefit limit.

Application of Paid Time Off



An employee may use available Paid Time Off during unpaid wait period and to supplement STD benefit.

Academic

Short Term Disability Plan

- ORP retirement plan participants are eligible for STD benefits through **Unum**.
 - 5 day waiting period for Staff
 - No waiting period for Faculty
- VRS retirement plan participants are eligible for STD benefits through the **Reed Group**.
 - 5 day waiting period
- Benefit payments depend on the plan, employment classification and tenure.

Eligible employees

- ORP participants: immediate eligibility
- VRS participants: 1 year of continuous employment.

TIME OFF OPTIONS

Employees accrue vacation and/or sick time off based on their employment classification.

Faculty and Professional Research Staff

- For those eligible, Annual time off is tracked outside of WorkDay by department.

Medical Center

- Paid Time Off (PTO) plan.
- PTO accrues based on the employee's calculated Service Date.
- An employee can only use PTO time already accrued, except during their first 60 days of benefit eligible employment (may borrow up to 32 hours).

Academic UStaff

- Accrues UStaff time off per pay period. Can use full leave year accrual before it's earned.
- Non-Exempt employees are eligible for Overtime leave, Comp leave and Comp Special leave.
- Exempt employees are eligible for Comp Special leave

Classified

- Accrues Annual per pay period.
- Sick and Family Personal leave is available to employees at the beginning of a new Leave calendar year.
- Can't borrow against future accruals.
- Eligible for Overtime leave, Comp leave and Comp Special leave.

TIME OFF OPTIONS –2020 LEAVE YEAR END

UStaff leave

- The carry-forward limits for UStaff leave are increasing by 80 hours for 2020. This is a one time change for 2020 only.
- University Staff who have use-or-lose leave over their 2020 carry forward limit with the additional 80 hours, will receive a pay-out of 50% of their remaining use-or-lose balance on the January 8, 2021 paycheck. To be eligible for the pay-out, employees must have used a minimum of 10 days of leave during the 2020 leave year, which ends on December 20.

Classified Annual leave

- There are no changes to the carry-forward limits for Classified Staff as they are subject to the state's Annual Leave policy.

Medical Center PTO

- The carry-forward limits for PTO leave are increasing by 80 hours for 2020. This is a one time change for 2020 only.
- The leave cash out payout date will be November 20 and team members will be able to cash out up to 80 hours of PTO. Information on the election process will be available in late October, please check back.

VIEW TIME OFF BALANCE

WorkDay can show employees time off balance as the end of the leave year. For Academic employees, enter the date of 12/20/2020. For Medical Center employees, enter the date 1/9/2021.

Find End of Year Use or Lose Hours

1. Click on the  app.
2. Click on **Absence Balance**.

Request	View
<input type="button" value="Request Absence"/>	<input type="button" value="My Absence"/>
<input type="button" value="Correct My Absence"/>	<input type="button" value="Absence Balance"/>

3. Enter the last day of the current leave year, **12/20/2020**.
4. Click **OK**.

Absence Balance

As Of ★ 12 / 20 / 2020 