

*Piedmont Virginia Community College*

**Teaching Faculty Leave Reporting Form**

Name: \_\_\_\_\_  
(please print)

**Virginia Sickness and Disability Program (VSDP) Teaching Faculty**

On January 10<sup>th</sup> each year, sick and family/personal leave is credited based on total months of full-time employment. Under VSDP, sick and family/personal leaves do not accrue. Hours remaining on January 9<sup>th</sup> are forfeited.

***Sick Leave***

\_\_\_\_\_ Days                      Start Date: \_\_\_\_\_

\_\_\_\_\_ Hours                      End Date: \_\_\_\_\_

***Family/Personal Leave***

\_\_\_\_\_ Days                      Start Date: \_\_\_\_\_

\_\_\_\_\_ Hours                      End Date: \_\_\_\_\_

**Non VSDP Teaching Faculty**

***Sick Leave***

On August 16<sup>th</sup> and January 1<sup>st</sup> of each year, 36 hours of sick leave are credited, for a total of 72 hours each academic year. The smallest unit of sick leave to be used is a half-day. Sick leave accrues from year to year.

\_\_\_\_\_ Days                      Start Date: \_\_\_\_\_

\_\_\_\_\_ Hours                      End Date: \_\_\_\_\_

Employees may use up to 33% of their available sick leave balance for family illness/injuries that qualify under the Family and Medical Leave Act (FMLA), and for which the leave has been designated as FMLA leave. The calculation of 33% is made at the beginning of the FMLA leave. Contact Human Resources for details.

***Personal Leave***

On August 16<sup>th</sup> of each year, 24 hours of personal leave are credited. Unused personal leave is transferred to the accrued sick leave balance on August 15<sup>th</sup> of the following year. The smallest unit of personal leave to be used is to be used is a half-day

\_\_\_\_\_ Days                      Start Date: \_\_\_\_\_

\_\_\_\_\_ Hours                      End Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date