Procedure: VSDP Family & Personal Leave

Purpose: Provide paid leave to employees for absences due to family reasons including family illnesses, personal illnesses or injuries, or other personal reasons.

Eligibility: Full and part-time (20 – 40 hours per week) salaried Classified Staff and Research Assistants

Important: Employees hired on or after July 1, 2006 are designated as University Staff and may be VSDP participants; University Staff employees are provided with University Leave in lieu of VSDP Sick Leave. VSDP Family and Personal Leave is awarded at the beginning of the University’s plan year [begins with the first day of the pay period which includes January 1 (known as Pay Period 1) and ends on the last day of the pay period preceding Pay Period 1 of the following year]. VSDP Family & Personal Leave is not carried forward to the next plan year or paid out if the employee terminates employment.

Requesting Leave:

Employee’s responsibility:

• Inform supervisor according to departmental procedures of request for VSDP Family & Personal Leave (as far in advance as possible)
• Inform supervisor of any change of plans that affect the leave request

Supervisor’s/Department’s responsibility:

• Approve the use of VSDP Family & Personal Leave
• Have employee, timekeeper, supervisor, or designated representative enter the leave on the on-line timecard by selecting the leave type – Family Personal Leave
• Make corrections by submitting a paper timesheet to UHR Leave Center

UHR’s responsibility:

• Provide information and counseling regarding VSDP Family & Personal Leave to employee and department
• Verify and ensure the appropriateness of supporting documentation
• Ensure that time and leave are entered appropriately