

3.13 FACULTY LEAVE POLICIES Faculty members under the Virginia Sickness and Disability Program (VSDP) should contact the **Office of Human Resources** for information regarding sick leave (including **medical conditions resulting from pregnancy and delivery**), family sick leave, and short-term and long-term disability.

3.13.1 Sick Leave The sick leave policy provides each tenured or nontenured full-time teaching faculty member disabled due to illness (**including medical conditions resulting from pregnancy and delivery**) or injury. Sick leave provides full pay and benefits for up to six months but not to exceed the faculty member's annual salary. Sick leave benefits for a nontenured, full-time, teaching faculty member shall be limited to the length of his or her contract if the contract expires before six months. If the full-time teaching faculty member is unable to return to work at the end of the six-month period, he or she would be covered under the University's disability leave policy. If a faculty member's absences are not expected to exceed ten class days, the department chair shall ask colleagues in the department to cover the courses of the absent faculty member. If the faculty member's absences exceed ten class days, the chair shall proceed to have the faculty member's courses covered by either a member of the department or by a part-time instructor. Full financial compensation, including compensation for the first ten days, shall be awarded to any faculty member who covers the classes of a colleague whose absence due to illness or injury has exceeded the ten-class day period.

3.13.1.1 Application for Sick Leave To request sick leave beyond the ten-class day period, a faculty member must present to his or her chair (**or associate dean in the Colleges of Business or Education**) a written statement from the attending physician stating that he or she, as a result of illness or injury, is unable to perform his or her full-time teaching responsibilities with an estimate of the period of incapacitation. The chair **or associate dean** immediately shall forward the request and physician's statement to the dean. The dean shall inform the Provost and then the faculty member of his or her recommendation to approve or disapprove the request for sick leave, concurrently working with the department chair to provide coverage for the faculty member's courses. The Provost places requests for sick leave on the Personnel Docket for the Board of Visitors so that the Board may take final action on the request. In order to return to the classroom, the faculty member must present a written statement from the attending physician to the dean certifying that he or she is capable of resuming his or her professional duties. If the faculty member's request for sick leave is denied, he or she may appeal the decision through the Faculty Grievance Policy and Procedure (see §5.8).

3.13.1.2 Using and Accruing Sick Leave Upon initial appointment, a faculty member has a total of six months of sick leave available. Any portion of this sick leave used is deducted from the faculty member's sick leave balance. Upon the return to work, the faculty member earns additional sick leave (to replace sick leave used) at the rate of one month of sick leave earned for each two successive semesters worked (not counting summer sessions). Additional sick leave accrues until the faculty member's sick leave balance totals six months, at which point no additional sick leave accrues. If the faculty member's sick leave balance falls to less than six

months at some future point, the faculty member is again eligible to accrue sick leave until the maximum of six months of available sick leave is reached.

3.13.2 Disability Leave If a full-time teaching faculty member's absence extends beyond the six months of sick leave, he or she will be considered for: (a) *short-term disability*, covered under a short-term disability leave policy provided by the University or by the Virginia Sickness and Disability Program (VSDP), whichever may apply; or (b) *permanent disability*, covered by the permanent disability program provided VSDP or by Teachers Insurance and Annuity Association, whichever may apply. Faculty members should contact the Office of Human Resources for additional information and assistance.