

**NUMBER:** 1491

**TITLE:** Annual Leave Policy for Administrative and Professional Faculty and Eligible Instructional and Research Faculty on Twelve-Month Contracts

**APPROVED:** September 16, 1983; Revised August 27, 1987; Revised June 15, 1989; Revised September 29, 1989; Revised September 23, 1993; Revised December 2, 1993; Revised September 22, 1994; Revised June 13, 2008; Revised June 8, 2017 (eff. 7/1/17)

Old Dominion University, as a state agency and public institution, is supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers and ensuring accountability for using public funds effectively. Therefore, it is the policy of the commonwealth and the university that faculty are not paid for time that they do not work, except when using appr

may be carried forward from one university leave year (January 10 to January 9) to the next. For faculty members hired before July 1, 1993, the maximum leave carryover is 36 days (288 hours). Excess leave beyond the 20/36 days (160/288 hours) will be purged after the last day of the leave year (January 9). Annual leave balances may exceed the carryover maximum (20/36 days) during the leave year as a result of monthly accruals.

5. Upon separation, faculty members covered by this policy will receive a lump sum payment of unused annual leave up to 15 days (120 hours). Faculty members can expect to receive the leave payout on the pay date subsequent to their last regular pay check.