

Central Virginia Community College Policies
IV - Employment Policies and Information
Sick Leave



Policy #:	CVCC0092
Effective:	__/__/__
Last Reviewed/Revised:	09/19/2022
Responsible Dept.:	Human Resources
Other Policy References:	Virginia DHRM 4.55 and 4.57

Sick leave for full-time, 9-month teaching faculty members shall accrue at the rate of four and a half (4 ½) days per academic semester, awarded on the first day of each semester. There shall be no limit on the amount of sick leave that can be accrued.

All full-time employees who are absent due to illness must submit leave immediately upon their return to the College. A physician's certificate may be required after three (3) days of sick leave. All leave records for full-time employees are maintained in the Peoplesoft Human Resources Management System (HRMS).

Traditional Sick Leave

CVCC abides by the Virginia Department of Human Resource Management's [Traditional Sick Leave policy](#). This policy applies only to employees hired by January 1, 1999, who chose this plan.

Classified Sick Leave

CVCC abides by the Virginia Department of Human Resource Management's [Sick Leave for Full-time Classified Employees' policy](#).