

Central Virginia Community College Policies
IV - Employment Policies and Information
Leave Without Pay



Policy #:	CVCC0094
Effective:	__/__/__
Last Reviewed/Revised:	09/19/2022
Responsible Dept.:	Human Resources
Other Policy References:	Virginia DHRM 4.45 and 4.57

CVCC abides by the [Virginia Department of Human Resource Management's Leave without Pay policy](#).

If the employee knows he/she will need to take the leave in advance, the employee requests the leave in the Human Resources Management System (HRMS) as far in advance of the leave as possible. This request should include the reason for the leave without pay along with any dates that the employee will be requesting paid leave.

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