

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



Policy #:	CVCC0100
Effective:	__/__/__
Last Reviewed/Revised:	09/19/2022
Responsible Dept.:	Human Resources
Other Policy References:	<a href="#">Virginia DHRM 4.10</a> and <a href="#">VCCS 3.09</a>

**Full-time Classified Employees**

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

**Administrative Faculty**

CVCC abides by the Virginia Community College [Annual Leave policy for Administrative Faculty](#).

**Excess Leave**

All annual leave in excess of the maximum allowed shall be carried over beyond January 9th of each calendar year with the President’s and supervisor’s prior approval. However, the excess leave must be used by July 9th of the same calendar year.