

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



Policy #:	CVCC0101
Effective:	__/__/__
Last Reviewed/Revised:	09/19/2022
Responsible Dept.:	Human Resources
Other Policy References:	Virginia DHRM 4.35

Leave sharing shall be in accordance with Department of Human Resource Management (DHRM) [Policy Number 4.35](#), for all full-time employees. Teaching faculty are eligible to participate only as leave recipients since they do not earn annual leave. All leave requests are entered in the PeopleSoft Human Resources Management System (HRMS) for processing.