



## Commonwealth of Virginia Office of the Governor

### EXECUTIVE LEAVE POLICY

This policy is intended to establish uniformity and guidance regarding leave for Gubernatorial Appointees.

#### I. EMPLOYEES TO WHOM POLICY APPLIES

The following policy applies to all gubernatorial and Lt. Governor appointed employees who do not participate in the traditional annual accrual leave program including full-time positions appointed into agencies.

#### II. LEAVE POLICY

All appointed employees shall receive (25) days (200 hours) of all-purpose executive leave on January 17, of each calendar year, to be used by January 16, of the following year. The days shall be non-accruing and will be prorated for appointed employees hired after January 17th, of a particular calendar year based on the following table.

Hire Date	# Days
Jan 17 - Jan 31	25
February	23
March	21
April	19
May	17
June	15
July	13
August	11
September	9
October	7
November	5
Dec-Jan 16	3

"Appointed" employees enrolled in the Virginia Retirement System (VRS) program and the Virginia Sickness and Disability (VSDP) program shall also receive family personal and sick leave hours pursuant to § 51.1-1100 of the *Code of Virginia* and prorated based upon the appointee's start date.

Months of Service	Type of Leave	Hours
Fewer than 120	Family/Personal	32
120 or more	Family/Personal	40
Fewer than 60	Sick	64
60 to 119	Sick	72
120 or more	Sick	80

Appointed employees enrolled in Optional Retirement Plan for Political Appointees (ORPPA) will receive additional leave hours January 10<sup>th</sup> of each year, as indicated below, and are use-or-lose:

These executive family/personal and executive sick hours are subject to the same usage guidelines and proration based on start date as outlined in DHRM Policy 4.57.

Months of Service	Type of Leave	Hours
Fewer than 120	Executive Family/Personal	32
120 or more	Executive Family/Personal	40
Fewer than 60	Executive Sick	64
60 to 119	Executive Sick	72
120 or more	Executive Sick	80

Appointed employees should expect to work holidays and weekends with no compensatory time provided.

### III. CERTIFICATION OF USE

It is imperative that each appointed employee obtain, in advance, proper documented approval from their authorized supervisor before using any leave. Authorized supervisors include: the Chief of Staff, Cabinet Secretary, Directors, Officers, and Agency Heads. Appointed employees must maintain accurate records regarding the number of days used within the allotted time period. All leave should be entered into the electronic system of record. If an electronic leave system is not available, all appointed employees must certify by signature their leave use and that their established leave limit was not exceeded during the allotted time period on a template provided by their agency HR. If a request for leave exceeds the allotted amount of leave remaining, prior approval must be obtained in writing from the Chief of Staff. All leave

documentation must be maintained by the agency's Human Resource Office and should be available for review by the Auditor Public Accounts.

#### IV. LEAVE TRANSFER

If an appointed employee transfers to a different appointed position, in a different agency, and has an executive leave balance, the balance shall transfer to the new agency. A letter certifying that the balance is accurate should be included with official transfer documents.

If an appointed employee transfers to a classified position, and has an executive leave balance, the balance cannot transfer. Only VSDP leave can be transferred. ORPPA Family/Personal and/or Sick leave cannot transfer.

- V. Employees transferring from classified positions to appointed positions will not be allowed to transfer annual leave balances. Annual leave accrued by the employee in a classified position must be paid out by the original employing agency up to the allowable maximum payout.

#### VI. LEAVE CARRYOVER

Appointed employees participating in the executive leave program may carry over a maximum of 10 days of executive leave in any given year. A new allotment of leave (25 days) will be applied on January 17<sup>th</sup> of each year. This does not apply to appointees carrying over to a new gubernatorial administration.

#### VII. SEPARATION AND LEAVE PAYOUT

Appointed employees who choose to resign from their appointed position are expected to provide a minimum two-weeks written notice to their immediate supervisor, Cabinet Secretary, and Chief of Staff. Resignations with more than two weeks' notice can be modified at the discretion of the Secretary and Chief of Staff.

Appointed employees participating in the executive leave program, who have been employed a minimum of six months and who separate from their appointed position voluntarily or involuntarily, may be paid for their documented unused executive leave balance only up to a maximum of 10 days (80 hours), or as authorized by the Chief of Staff or his designee.

Appointed employees participating in the Commonwealth's traditional annual leave accrual program shall be paid for their unused leave balances in accordance with established governing DHRM policy upon separation from state service. In the case of an "appointed" employee moving to a state classified position, the unused traditional annual leave balances will transfer with them.

Appointed employees participating in the executive leave program, who are terminated for performance or misconduct reasons will forfeit their payout of unused leave.

#### VIII. PARENTAL LEAVE

All appointed employees are eligible for parental leave benefits as detailed in Title 2.2

Chapter 12 of the *Code of Virginia* §2.2-1210 and DHRM Policy 4.21 Parental Leave. Appointed employees wishing to utilize parental leave benefits must submit a written request to their supervisor at least 30 days prior to the anticipated leave begin date as practicable.

IX. MEDICAL LEAVE

Leave for medical reasons beyond 3 days may need a note from a medical practitioner upon the return to work to validate the leave taken and should mention the physical limitations (if any) that may affect the employee's performance and safety in the workplace.

Continuation of salary during medical leave beyond the appointee's available leave balance is subject to verification of the appointee's condition by the treating physician(s), and the approval of the Chief of Staff. Appointed employees enrolled in the Optional Retirement Plan for Political Appointees (ORPPA) and participants in the Executive Leave Program are NOT eligible to participate in the Virginia Sickness & Disability Program (VSDP) and thus do not have long-term or short-term disability benefits.

X. TERM

This policy shall be in effect beginning January 17, 2026, and ending on January 11, 2030, unless otherwise amended or rescinded.

XI. POLICY EXCEPTIONS

Requests for exceptions to this policy must be directed to the Chief of Staff. Only the Chief of Staff can approve exceptions to this policy.

XII. NOTICE OF RECEIPT

Each employee must acknowledge receipt of this policy by signing form ELP-001. The signed form shall become a part of the employee's permanent personnel record.

APPROVED:

Bonnie Kreny-Schnurman

Chief of Staff

4/2/2026

Date

EXECUTIVE LEAVE POLICY

CERTIFICATE OF RECEIPT

I acknowledge that I have been briefed and given a copy of the executive leave policy, and I understand that it is my responsibility to read and abide by this policy.

\_\_\_\_\_  
Name (please print)                      Employee Signature                      Date

\_\_\_\_\_  
Human Resource Officer                      Date