

LEAVE AND OTHER EMPLOYEE BENEFITS

Types of Leave

Annual (Vacation) · Holidays · Family/Personal Sick · Compensatory · Short- and Long-Term Disability Civil/Work Related · Emergency Disaster Leave
 Leave to Donate Bone Marrow or Organs
 School Assistance/Volunteer Service

Annual Leave

Years of Service	Hours Earned Per Pay Period	Days Earned Per Year
Less than 5	4	12
5–9	5	15
10–14	6	18
15–19	7	21
20–24	8	24
25+	9	27

12 Holidays

New Year’s Day · Lee-Jackson Day
 Martin Luther King, Jr. Day
 George Washington Day · Memorial Day
 Independence Day · Labor Day · Columbus Day
 Veterans’ Day · Thanksgiving Day
 Day after Thanksgiving · Christmas Day

Family/Personal Leave

Months of Service	Number of F/P Leave Hours Earned
Less than 120	32 (4 days)
120 or more	40 (5 days)

Sick Leave

Months of Service	Number of Sick Leave Hours Earned
Less than 60	64 (8 days)
60–119	72 (9 days)
120 or more	80 (10 days)

Compensatory Leave

May be earned if an employee is required to work on a state holiday or during an authorized closing.

Community Service Leave

Sixteen hours per calendar year to provide volunteer service through eligible non-profit organizations.

Short- and Long-Term Disability Leave

Coverage provided for illnesses or injuries requiring absences of greater than 7 days.

Other Benefits

Alternative/Flexible and Telework Work Schedules

The Library of Virginia offers as a benefit alternative/flexible work schedules for its eligible employees.

CommonHealth

A wellness program designed to help employees develop and maintain healthy lifestyles.

Health Care

The Commonwealth provides a number of health care plans so that employees may select the plan that best meets their needs. Minimal premiums are paid by the employee.

Premium Conversion

Employee paid portion of state health insurance is deducted “pre-tax,” resulting in greater disposable income since employees pay less tax.

Flexible Reimbursement Accounts

An account plan that sets aside “pre-tax” income to be used for reimbursement of eligible out-of-pocket medical and dependant care expenses resulting in greater disposable income since employees pay less tax.

Life Insurance

The Commonwealth pays the entire premium and provides coverage at twice the employee’s annual salary upon natural death and four times for accidental death.

Supplemental/Optional Insurance on Payroll Deduction

Accident, sickness, and disability insurance, and retirement planning are offered to employees through payroll deduction by various companies approved by the Commonwealth.

Direct Deposit

The Library of Virginia directly deposits employee paychecks. Checks are electronically transferred to the employee’s bank account on pay day, the 1st and 16th of every month.

Savings Bonds

Saving Bonds may be purchased on an installment plan through payroll deduction.

Credit Union

The Virginia Credit Union offers the following services to participating members:

Direct Deposit · Savings Accounts
 Loan Payment Accounts · Vacation Club Accounts
 Christmas Club Accounts · Share Draft Accounts
 IRAs · Credit Cards

Retirement

Retire at the age of 50 with full benefits after 30 years of service or at age 65 with 5 years of service.

Employees must have at least 5 years of service to receive retirement benefits.

There is no mandatory retirement age.

The retirement program is employer paid at a 5% contribution rate.

Deferred Compensation

Employees can save pre-tax income as a supplement to retirement benefits.

Cash Match—eligible employees receive from their employer a 50% cash match of their contributions not to exceed \$20 per pay period.

LVA Perks

Café in Library lobby—10% discount

The Virginia Shop—20% discount

For Additional Information Contact:

The Library of Virginia
Human Resources Office
800 East Broad Street
Richmond, Virginia 23219-8000
804.692.3586

For job opportunities, visit our Web site at:

www.lva.virginia.gov

This information is a general outline of benefits and not designed to be all-inclusive. More detailed information is available upon request.

Employee Benefits Program



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The Library of Virginia preserves the legacy of Virginia's culture and history and provides access to the most comprehensive information resources for and about Virginia.