Retirement
Plan I Members—Joined Before July 1, 2010: Eligible to retire at age 50 with full benefits after 30 years of service credit or at age 65 with at least 5 years of service credit.

Plan II Members—Joined Between July 1, 2010 & December 31, 2013) and Hybrid Members (Joined after December 31, 2013): Eligible to retire with full benefits at employee’s normal Social Security retirement age* with at least five years of service credit, or when age and service equal 90 (ex. age 60 with 30 years of service credit).

See www.varetire.org for complete information.

*Visit www.socialsecurity.gov for normal Social Security retirement ages.

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

Commonwealth of Virginia Deferred Compensation & Cash Match—Eligible employees receive a 50% cash match of their contributions, not to exceed $20 per pay period.

Roth (After-Tax) Contributions
Roth contribution option is available to all plan participants in the Commonwealth of Virginia Deferred Compensation Plan.

Hybrid Plan Members can make voluntary contributions between 0.5% and 4% and receive an employer match of 1% for the first 1% and 0.25% for each additional 0.5%, up to a total match of 2.5%

Virginia 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 Plan I Members
  - Joined Before July 1, 2010: Eligible to retire at age 50 with full benefits after 30 years of service credit or at age 65 with at least 5 years of service credit.
  - Plan II Members—Joined Between July 1, 2010 & December 31, 2013) and Hybrid Members (Joined after December 31, 2013): Eligible to retire with full benefits at employee’s normal Social Security retirement age* with at least five years of service credit, or when age and service equal 90 (ex. age 60 with 30 years of service credit).

Discounts
- The Virginia Shop—20% discount
- State employee discounts: various discounts for entertainment, travel, financial services, health & fitness, gifts, education, wireless service, computers, etc.

Public Service Student Loan Forgiveness
Employment at the Library of Virginia may qualify you to receive student loan forgiveness under the Public Service Loan Forgiveness Program (PSLF).

Supplemental/Optional Insurance on Payroll Deduction
Accident, sickness and disability insurance, and retirement planning are offered to employees

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 Website 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.

July 2020
# LEAVE AND OTHER EMPLOYEE BENEFITS

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

## Annual Leave

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hours Earned Per Pay Period</th>
<th>Days Earned Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5–9</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>10–14</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>15–19</td>
<td>7</td>
<td>21</td>
</tr>
<tr>
<td>20–24</td>
<td>8</td>
<td>24</td>
</tr>
</tbody>
</table>

## Sick Leave

<table>
<thead>
<tr>
<th>Months of Service</th>
<th>Number of Sick Leave Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 60</td>
<td>64 (8 days)</td>
</tr>
<tr>
<td>60–119</td>
<td>72 (9 days)</td>
</tr>
<tr>
<td>120 or more</td>
<td>80 (10 days)</td>
</tr>
</tbody>
</table>

## 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.

## Parental Leave
Up to 8 weeks paid leave provided to eligible employees for use within 6 months of birth of an infant or adoption, foster, or custodial placement of child under age 18.

## Short- and Long-Term Disability Leave
Coverage provided for illnesses or injuries requiring absences of greater than seven days.

If hired or rehired on or after July 1, 2009, you become eligible for non-work related short-term disability coverage after one year of continuous employment.

## Other Benefits

### Alternative/Flexible and Telework Work Schedules
The Library of Virginia offers alternative/flexible work schedules including teleworking for its eligible employees.

## Health Care
The Commonwealth provides a number of health care plans so employees may select the plan that best meets their needs. Minimal premiums are paid by the employee. Premiums are deducted pre-tax, resulting in greater disposable income since employees pay less tax. Employee Assistance Programs are included at no cost with all health care plans.

### Flexible Spending Accounts
An account plan that sets aside pre-tax income to be used for reimbursement of eligible out-of-pocket medical and dependent 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. Additional Optional Life Insurance is available for purchase.

### Long-Term Care Insurance
Paid for by the state. Additional optional long-term care insurance is available for purchase.

### Education Assistance
Supports pursuit of approved educational courses, professional certifications, or acquisition of job-related knowledge and skills.

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

### Direct Deposit
The Library of Virginia directly deposits employee paychecks electronically to the employee’s bank account on pay day, the 1st and 16th of each month.