



University
of the Virgin Islands

Human Resources Policy Manual

IX. Leaves of Absence

Section 9.15 Sabbatical Leave

Sabbatical Leave

Please refer to the current [Collective Bargaining Agreement](#).



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9.02 – Administrative Leave

IX. Leaves of Absence

Section 9.02 Administrative Leave

At the discretion of the President or designee ("designee" necessary for delegation and scalability), employees may be granted leave with pay to attend approved workshops, training sessions, conferences, or other activities directly related to the employee's job duties or professional responsibilities.

Administrative leave may also be granted to employees for attendance at required Board, Commission, or other official University meetings, or during times of declared emergencies or operational disruptions, which affect a large portion of the workforce.

The time taken under these circumstances is not charged to accrued annual leave, sick leave or compensatory time available to the employee and must be authorized in advance, or ratified as soon as practicable in emergency situations, in accordance with University policy



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Section 9.03 Annual Leave

Purpose

The purpose of this policy is to establish a fair and consistent framework for the accrual, use, and administration of Annual Leave. The University recognizes that time away from work is essential to employee well-being, productivity, and long-term engagement. Accordingly, the University encourages employees to plan and use annual leave regularly to support rest, mental health, work-life balance, and sustained professional effectiveness, while ensuring continuity of University operations.

Eligibility to Accrue Annual Leave

All employees in regular positions are eligible to accrue annual leave after the completion of one (1) full calendar month of employment.

Accrual Rates for Executive, Administrative/Managerial, and Professional Staff

Executive, Administrative/Managerial and Professional Staff accrue paid annual leave at the rate of 12.25 hours per month, for a total of 21 working days per year.

Accrual Rates for Regular Full-Time Employees

Regular full-time employees accrue paid annual leave at different rates depending upon their length of service and the number of hours in their regular work week, as follows:

Length of Service		Hours/Week	Rate of Accrual	Annual Accrual
0 – 3 years	35	8.75 hours per month	15 days	
3+ years	35	12.25 hours per month	21 days	
0 – 3 years	40	10 hours per month	15 days	
3+ years	40	14 hours per month	21 days	



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Maximum Accumulation

Employees may carry over a maximum of eighty (80) days of annual leave from one fiscal year to another. Leave accrued in excess of the maximum limit must be used by the end of each fiscal year.

For UVI employees who are enrolled in the Government Employees' Retirement System (GERS) will have any excess annual leave not used by the end of the fiscal year banked towards their service credit in accordance with applicable [Government Employees' Retirement System \(GERS\)](#) provisions and University procedures. See V.I.C. tit.3, sec.581.

Employees enrolled in the University's TIAA retirement program will have any excess annual leave forfeited at the end of the fiscal year.

Utilization of Annual Leave

Employees may utilize their accrued Annual Leave following the successful completion of the six-month probationary period for hourly and salaried employees or six months of the one-year probationary period for professional, administrative and research faculty classifications (see Employment).

The University strongly encourages employees to make reasonable and regular use of annual leave. Employees are expected to plan leave in advance, where practicable, to support personal well-being, mental health, and effective work-life balance, while coordinating with supervisors to ensure adequate departmental coverage.

Application for and Approval of Leave

Annual Leave must be requested and approved in advance except in cases of legitimate emergencies. Department Heads may require documentation from employees to substantiate the need for leave taken without notice because of an emergency.

The amount of advance notice required may vary from department to department depending on the scheduling and operational needs of the individual department. Department Heads should set reasonable guidelines and convey them to all staff.

It is the responsibility of the employee to plan scheduled absences so that they do not cause undue disruption of normal office functions. Department Heads have the authority to require employees to be present during periods of peak activity.

Department Heads and employees are expected to work collaboratively to plan vacations and other absences in a manner that balances operational needs with employee well-being.



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Employees who fail to obtain advance approval to take annual leave may have absences charged to leave without pay.

Reclassification of Annual Leave Payout

It is the policy of the University that when an employee changes from an employment classification category that is eligible to accrue annual leave to a category that is not eligible to accrue annual leave, the employee shall be paid for all unused accrued annual leave at the time of reclassification.

Payment for unused annual leave shall be made by lump sum payment at the salary rate in effect immediately prior to the change in classification.

Eligibility for Annual Leave Payout

All full-time staff employees in Executive, Administrative/Managerial, Research Faculty, Professional Staff, and Non-Exempt employment categories are eligible for annual leave payout.

Unused Annual Leave Hours

Employees shall be paid for all unused accrued annual leave as of the last day of employment in the classification category eligible to accrue annual leave, where applicable.

Rate of Pay

The rate of payment for accrued annual leave will be the salary rate in effect immediately prior to the reclassification or separation. Payment of the leave balance will be by lump sum payment.

The lump sum payment is calculated by multiplying the number of hours of unused annual leave by the employee's hourly rate of pay.

Administration

The Human Resources Office is responsible for ensuring compliance with this policy and shall establish and maintain all records necessary for the effective and efficient administration of annual leave.



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Section 9.05 Compensatory Leave

Purpose

Compensatory Leave is intended to allow eligible employees to take time off in lieu of monetary overtime compensation in accordance with the Fair Labor Standards Act (FLSA), 29 U.S.C. § 207(o), applicable regulations, and University policy. Compensatory leave may be used for vacation or personal time, as necessary and subject to operational needs and supervisory approval.

Eligibility

Only non-exempt employees, as defined by the Fair Labor Standards Act (FLSA), are eligible to earn compensatory leave. Exempt employees are not eligible to earn compensatory leave.

For purposes of this Policy, exempt employees are salaried employees who are free from overtime rules under the Fair Labor Standards Act (e.g., executive, administrative, professional), while non-exempt employees are hourly who must receive overtime pay (employees who perform routine, manual, technical, or clerical duties that do not meet exemption tests).

Accumulation

Employees who normally work a 35-hour work week accumulate one (1) hour of compensatory time for every hour worked over seven (7) in a day, and for every hour worked over thirty-five (35), up to forty (40) hours per week.

In accordance with the Fair Labor Standards Act, non-exempt employees shall accrue compensatory leave at a rate of one and one-half (1.5) hours for each hour worked in excess of forty (40) hours in a workweek.

All compensatory time must be earned based on hours actually worked and must be recorded accurately. "Hours worked" shall be determined in accordance with FLSA regulations.

Maximum Accumulation

In accordance with Fair Labor Standard Act guidelines, eligible employees may accrue up to 240 hours of compensatory time.



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Department Heads are expected to minimize the accrual of Compensatory Time by their employees by planning work so that it may be accomplished during normal working hours and in compliance with FLSA recordkeeping and compensation requirements.

Utilization of Leave

Any compensatory time which has accumulated must be used in lieu of annual leave, and must be approved in advance under the same terms and conditions as annual leave.

Employees shall be permitted to use accrued compensatory leave within a reasonable period after making a request, unless the use of such leave would unduly disrupt University operations, consistent with FLSA requirements.

Whether a request to use compensatory time has been granted within a "reasonable period" will be determined by considering the customary work practices within the University based on the facts and circumstances in each case. Such practices include but are not limited to (a) the normal schedule of work, (b) "blackout" periods of anticipated peak workloads based on past experience, (c) emergency requirements for staff and services, and (d) the availability of qualified substitute staff.

Application for and Approval of Leave

Compensatory Leave must be requested and approved in advance except in cases of legitimate emergencies. Department Heads may require documentation from employees to substantiate the need for leave taken without notice because of an emergency.

The amount of advance notice required may vary from department to department depending on the scheduling and other needs of the individual department.

Department Heads should set reasonable guidelines and convey them to all staff.

It is the responsibility of the employee to plan scheduled absences so that they do not cause undue disruption of normal office functions. Department Heads have the authority to require employees to be present during periods of peak activity. It is expected that Department Heads and employees will work together to plan for vacations and other absences.

Employees who fail to obtain advance approval to take compensatory leave may have absences charged to leave without pay.

Payment of Accrued Compensatory Leave Upon Separation

Upon termination of employment for any reason, including resignation, retirement, or involuntary separation, any unused accrued compensatory leave shall be paid to in accordance with the Fair Labor Standards Act (FLSA), 29 U.S.C. § 207(o). Payment shall be made at the employee's final regular rate of termination.



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FLSA Compliance Statement

This policy shall be administered in full compliance with the Fair Labor Standards Act and applicable federal regulations. Nothing in this policy shall be interpreted to permit the waiver of employee rights under the FLSA or to allow compensatory leave practices inconsistent with federal law.



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Section 9.12 Military Leave

Eligibility

All regular employees who are members of the uniformed services of the United States, including the National Guard (when engaged in federal or territorial service) and the Reserve components of the Armed Forces, as defined under federal law, are eligible to take military leave when ordered to perform military duty.

Duration of Leave

Eligible regular employees are entitled to leave without loss in pay, time or performance or efficiency rating for each day, not to exceed thirty (30) days in a calendar year, for time spent in mandatory attendance on Federal Active Duty, territorial active military service or training duty.

Employees may be entitled to unpaid military leave beyond thirty (30) calendar days, with job protection and reinstatement rights, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4301–4335.

Employees may elect, but shall not be required, to use accrued paid leave during periods of unpaid military leave, except where otherwise permitted or restricted by law.

Reemployment Rights

Employees who serve in active military duty are entitled to Veterans' Reemployment Rights in accordance with Virgin Islands and/or federal law upon their discharge from such duty.

In accordance with USERRA, eligible employees returning from military service shall be promptly reinstated to the position they would have attained but for the military service, or to a position of like seniority, status, and pay, subject to the employee meeting applicable notice and return-to-work requirements under federal law.

Military service shall not be considered a break in service for purposes of seniority, benefits, or length of service accrual, except as permitted by law.

Utilization of Leave

Military leave must be approved in advance. Employees should request leave as soon as they receive their notice to report for duty. A copy of such notice must be attached to the Application for Leave.



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Advance notice shall be provided whenever practicable; however, the absence of advance notice shall not be grounds for denial of military leave when notice is precluded by military necessity or otherwise unreasonable, consistent with USERRA.

Employees must report back to work or apply for reemployment within the timeframes established by applicable federal law.

Coordination with Federal Leave Laws

Military leave shall run concurrently with leave under the Family and Medical Leave Act (FMLA) only when the reason for leave independently qualifies under the FMLA, including qualifying exigency leave or military caregiver leave, pursuant to 29 U.S.C. § 2612(a)(1)(E)–(F) and 29 C.F.R. Part 825. Nothing in this policy shall diminish an employee's rights under USERRA or FMLA.

Cumulative Service Limitation

The cumulative length of military service for which an employee retains reemployment rights is generally limited to five years. However, certain exceptions apply, such as for initial enlistments exceeding five years, periodic National Guard and Reserve training, and involuntary active duty extensions during national emergencies.

Timely Notification of Intent to Return to Work:

Upon completing military service, the employee must notify the University of their intent to return to work. The specific requirements depend on the length of the employee's military service:

- **Service of Less than 31 Days or for a Fitness Examination:** The employee must report to work no later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of service, allowing for safe transportation home and an eight-hour rest period. If reporting within this timeframe is impossible or unreasonable through no fault of the employee, they must report as soon as possible thereafter. 38 USCS § 4312, §1002.115.
- **Service of More than 30 Days but Less than 181 Days:** The employee must submit an application for reemployment (written or verbal) within 14 days of completing service. If it is impossible or unreasonable to apply within this period through no fault of the employee, the application must be submitted on the next full calendar day when it becomes possible. 38 USCS § 4312, §1002.115.
- **Service of More than 180 Days:** The employee must submit an application for reemployment within 90 days of completing service. 38 USCS § 4312, §1002.115.



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Hospitalization or Recovery Period:

If the employee is hospitalized or convalescing from an illness or injury incurred or aggravated during military service, the reporting or application deadlines are extended to accommodate the recovery period. The employee must notify the employer at the end of the necessary recovery period . 38 USCS § 4312.

Prompt Reemployment:

Once the employee has met the notice and application requirements, the employer must promptly reemploy the individual. "Prompt reemployment" generally means as soon as practicable under the circumstances.

Exceptions to Notice Requirements:

Advance notice of military service is not required if it is precluded by military necessity or if giving notice is otherwise impossible or unreasonable under the circumstances. Determinations of military necessity are made by the appropriate authority and are not subject to judicial review . 38 USCS § 4312, 1-2 Servicemember and Veterans Rights § 2.02.

Failure to Provide Notice (Forfeiture of Reemployment Rights):

If an employee knowingly provides written notice of intent not to return to work after military service or fails to provide written notice within the timelines established herein, they forfeit their reemployment rights. The employer bears the burden of proving that the employee knowingly and clearly waived these rights . 1-2 Servicemember and Veterans Rights § 2.02.

Governing Law

This policy shall be administered in compliance with applicable federal law, including USERRA (38 U.S.C. §§ 4301–4335) and the Family and Medical Leave Act (29 U.S.C. § 2601 et seq.). In the event of a conflict, federal law shall control.



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Section 9.04 Bereavement Leave

Purpose

The purpose of this policy is to provide employees with reasonable time away from work to grieve, attend funeral or memorial services, and address matters arising from the death of a family member, while ensuring compassionate, fair, and consistent administration of leave and continuity of the University operations.

Policy

All eligible employees are entitled to up to five (5) days of leave for funeral or bereavement purposes in the event of a death in the immediate family.

Definition of Immediate Family

Immediate family is defined as a spouse, domestic partner, parent, child, or step-child, sibling (defined as a brother, sister, step-brother, or step-sister), grandparent, grandchild, guardian or legal dependent in employee's established household.

Utilization of Leave

Employees are encouraged to request bereavement leave as soon as practicable following a death in their family. Bereavement leave may be charged to accrued sick leave, annual leave, compensatory leave, or, if applicable, leave without pay. Employees who have either exhausted and/or have no available leave (e.g., employees employed less than six months at the University) may be awarded paid or unpaid leave at the discretion of the University President.

If additional time beyond the approved bereavement leave is needed, employees may request the use of accrued annual leave or sick leave, subject to supervisory approval in consultation with HR and consideration of operational needs.



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II. General University Policies

Section 4.12 Minor Children in the Workplace

Purpose

The purpose of this policy is to promote a safe, secure, and productive University environment by reducing potential safety risks to minor children and minimizing workplace and classroom disruptions, while recognizing the varied responsibilities of employees.

Policy

This policy applies to all employees, affiliates, and volunteers who bring children under the age of 18 to the workplace or are visited in the workplace by children under the age of 18 during normal business hours. This policy does not apply when children are participating in approved University events or programs, or youth activities that involve children in education, research, or supervised care. University events are activities sponsored or operated in part or whole involving intentional interactions between youth and employees, such as, but not limited to, camps, symposia, internships, job shadowing, lessons, coaching, field trips, service learning, projects, competitions, workshops, clinics, or conferences). It also does not apply to children who are residing in a campus facility with a parent or guardian who has residency in a campus facility as a condition of employment.

Procedure and Restrictions

The university understands that brief and infrequent visits by children in the care of its employees may occur for a variety of reasons. However, the frequent, regular or extended presence of children during work hours is not allowed due to the potential for interruption of work, health and safety issues, and liability to the university.

Employees are permitted to bring children to the workplace or be visited by children in the workplace during work hours for a brief period of time as necessary and appropriate subject to the following general circumstances:

1. Brief visits (introducing a child to coworkers, bringing a child to work before or after an appointment);
2. Specific campus events that are employee sanctioned and at which attendance by children is encouraged;
3. In the event of a family emergency where there are no alternatives; or
4. When prior arrangements have been made for breastfeeding.



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Any employee who brings a minor child on campus or to a University-sponsored event, at which the employee is working, assumes full responsibility for the supervision and care of the minor child and agrees to indemnify and hold the University harmless from any claims, injuries, or damages arising from the presence of the minor child.

9.06 – Court Leave

IX. Leaves of Absence

Section 9.06 Court Leave

Eligible employees will be granted leave of absence with pay for the times of actual service on a jury panel or for required court appearances as a subpoenaed witness.

Any time taken for court appearances that are voluntary, personal in nature, or not required by law or subpoena must be charged to annual or compensatory leave, or leave without pay, as applicable and in accordance with University leave policies.

Temporary employees are ineligible for paid court leave pursuant to this policy.

Utilization of Leave

Employees shall request leave promptly upon receipt of official notification to report for jury duty or upon being served with a lawful subpoena requiring court appearance.

A copy of such notice/subpoena must be attached to the application for leave.

Employees who fail to follow the application process may have their absence treated as unauthorized and charged to the appropriate leave category, including leave without pay, consistent with University policy.

Employees are expected to report to work during any portion of the workday not required for court service, unless otherwise directed by their supervisor.



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IX. Leaves Of Absence

Section 9.07 Donated Leave

A. Purpose

The purpose of the Donated Leave Policy is to provide a mechanism, pursuant to applicable provisions of the Virgin Islands Code, through which eligible employees may voluntarily donate accrued leave to assist a fellow employee experiencing a catastrophic or prolonged illness or injury that results in the exhaustion of the employee's available paid leave. This policy is intended to alleviate financial hardship while ensuring consistent, fair, and transparent administration of donated leave.

B. Policy Statement

In compliance with the applicable provisions of the Virgin Islands Code governing donated or shared leave programs, the University's Donated Leave Program is established to alleviate financial hardship resulting from a catastrophic or prolonged illness or injury which has forced the employee to exhaust all accrued leave.

A Donated Leave Committee comprised of the Director of Human Resources, the Director of Employee Benefits, and two (2) additional members appointed by the President, will administer the Donated Leave Program in accordance with this policy, the Virgin Islands Code, and other applicable laws and regulations.

C. Eligibility

All full-time regular employees who have completed at least one (1) year of continuous employment with the University and are eligible to receive sick or annual leave may participate in the Donated Leave Program, as authorized under Virgin Islands law as either a donor or a recipient of donated leave.

1. Eligible Recipients

Recipients must meet all the following criteria to be eligible to receive donated leave. The employee:

- Must be employed on a full-time basis;
- Must have completed at least one (1) year of continuous employment with the University;
- Must be suffering from a health condition, including maternity or injury, or acting as the primary caregiver for a seriously ill spouse, child, parent, or legal



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dependent, requiring a prolonged absence from work.

- Must have exhausted all accrued sick, annual, administrative leave, and compensatory time off while on approved sick leave
- Must submit a Donated Leave Medical Certification Form, signed by a physician, duly licensed and in good standing under the laws of the jurisdiction in which they practice detailing the illness and diagnosis, and the condition must be certified as catastrophic or disabling by a physician.

2. Eligible Donors

Donors must meet all of the following criteria to be eligible to donate leave. The employee:

- Must be employed on a full-time basis;
- Must have completed at least ~~one year~~ one (1) year of continuous employment with the University;
- May be employed by the University or by another qualifying Government department or instrumentality that has been formally approved to participate in the University's Donated Leave Program, as permitted under the Virgin Islands Code;

3. Donor Requirements:

Donors must meet specific eligibility criteria, including maintaining a minimum balance of accrued leave after donation. For instance, donors must have at least 20 days of accrued sick leave and 12 days of accrued annual leave remaining after donating. Donors may only donate whole days of leave.

Donated Sick Leave Bank

In addition to the individual donation program, the Virgin Islands has established a Donated Sick Leave Bank, where employees can voluntarily pool unused sick and annual leave. Members of the bank can withdraw leave if they meet the eligibility requirements, including suffering from a personal illness, surgery, disability, or injury, and having exhausted their own leave. 3 V.I.C. § 583c.

Donations to the bank are subject to limitations, such as donating no more than half of the annual leave accrued in a year, unless waived by the Director under special circumstances. 3 V.I.C. § 583c.



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Limitations and Exceptions

Donated leave cannot be applied retroactively .

Unused donated leave is returned to donors on a prorated basis upon the recipient's return to work.



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IX. Leaves of Absence

Section 9.01 General Leave Policies

Leave may be paid or unpaid depending upon the eligibility type and availability. Accrual and utilization policies vary according to the employee's employment classification, appointment type, and FLSA status as described.

No leave shall accrue for less than 30 days worked within the first month or last month of employment except where otherwise required by law or applicable to collective bargaining agreement.

Eligibility for Accrual

The University offers two types of accrued leave: annual, and sick. All full-time employees are eligible to earn annual and sick leave upon the completion of one full calendar month of employment. Faculty members accrue sick leave only unless otherwise specified by contract or policy.

The types of leave available to employees which the University recognizes are:

1. Administrative Leave
2. Annual Leave
3. Bereavement Leave
4. Compensatory Leave
5. Court and Jury Duty Leave
6. Donated Leave
7. Family and Medical Leave
8. Leave for Voting
9. Leave Without Pay
10. Parental Leave (including birth, adoption, or foster placement)
11. Military Family Leave



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- 12. Military Leave
- 13. Political Candidacy Leave
- 14. Sabbatical Leave
- 15. Sick Leave
- 16. Study Leave
- 17. Wellness Leave



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IX. Leaves of Absence

Section 9.09 Leave for Voting

1. Purpose and Scope

This policy establishes guidelines for University of the Virgin Islands ("University") employees to exercise their right to vote in local, territorial, and federal elections. The University recognizes the importance of civic participation and is committed to providing eligible employees with reasonable opportunities to vote without loss of pay.

2. Eligibility

This policy applies to all University employees, including full-time, part-time, exempt, and non-exempt employees, regardless of length of service or department, who are registered voters in the Virgin Islands.

3. Voting Leave Provisions

3.1 Time Off to Vote

The University shall grant employees reasonable time off to vote in any local, territorial, or federal election when the employee's work schedule would otherwise prevent them from voting during the hours polls are open.

3.2 Duration of Leave

Employees may take up to two (2) hours of paid leave to vote if the employee's work schedule does not allow sufficient time to vote either before or after regular working hours.

3.3 Scheduling Requirements

Employees must:



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- Coordinate with their supervisor to determine the least disruptive time to be absent.
- Make reasonable efforts to vote at the beginning or end of their work shift, whichever allows the most free time for voting and the least time off from work
- Submit leave request through the University's designated leave system.

3.4 Pay During Voting Leave

Employees will receive their regular straight-time rate or base salary during approved voting leave. Voting leave will not count as hours worked for purposes of calculating overtime for non-exempt employees.

4. Leave Substitution

Employees who require more time than provided under this policy to vote may, with supervisor approval, use accrued vacation, personal leave, or compensatory time for additional time needed.

5. Policy Violations

Employees who abuse this policy, including but not limited to using voting leave for purposes other than voting, may be subject to disciplinary action, up to and including termination of employment.

6. Compliance with Applicable Laws

This policy shall be administered in accordance with all applicable Virgin Islands and federal laws. In the event of any conflict between this policy and applicable law, the provisions of the law shall prevail.

7. Acknowledgment

Employees are required to acknowledge receipt and understand this policy. This acknowledgment confirms that the employee has read and agrees to abide by the policy. This policy does not constitute an employment contract and does not change an employee's status as an at-will employee.



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IX. Leaves of Absence

Section 9.10 Leave Without Pay (LWOP)

The University recognizes that from time-to-time employees may need to take leave in excess of their accrued paid leave. This need may occur due to maternity, illness, death in the family, to pursue educational goals or for other reasons. Leave without pay is a benefit that is granted at the discretion of the University.

Eligibility

To be eligible for Leave Without Pay (LWOP), an employee must be a full-time employee of the University and must have exhausted all applicable accrued paid leave, including annual, sick, and compensatory leave, except in cases of Political, Military or Study Leave.

Granting of LWOP is discretionary and subject to the operational needs of the University.

Application

Employees are required to exhaust all applicable accrued leave before requesting leave without pay, except in cases of Political, Military, or Study Leave.

Because the reasons for requesting leave without pay are diverse in nature, the time frame within which LWOP is requested will vary. Employees are expected to submit applications for leave without pay as soon as they become aware that they will need to make the request. In some instances, such as Maternity or Study Leave, specific time frames are mandated.

Written requests should be submitted to the Department Head and accompanied by the standard Leave Application Form.

Unauthorized Leave

Any absence not authorized by a specific grant of leave under the provisions of the University's leave regulations shall be deemed to be an absence without leave.

Department Heads are authorized to charge such absences to leave without pay. Such absence may also be grounds for disciplinary action.



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Approval

The Department Head may approve leave without pay for up to thirty (30) consecutive days. Requests for leave without pay in excess of thirty (30) days must be approved by the Component Head. All leave without pay requests in excess of sixty (60) days must be approved by the President.

Group Insurance Coverage

If an employee is granted a leave without pay, arrangements must be made with the Human Resources Office to continue Group Insurance at the employee's expense.

Accrual of Leave

Employees do not accrue Annual or Sick Leave while on leave without pay.

Paid Holidays

Employees on leave without pay are not eligible to be paid for holidays falling within the period of absence.



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II. General University Policies

Section 4.08 Membership in Professional Organizations

Purpose

The purpose of this policy is to establish guidelines for institutional support of employee memberships in professional organizations that advance the mission, operational effectiveness, compliance posture, and strategic objectives of the University. This policy ensures responsible stewardship of University resources while supporting professional growth and institutional excellence.

Policy Statement

The University understands the importance of growth and development of its employees as it relates to the individual's role and scope of responsibility. Memberships in professional organizations that are directly related to an employee's assigned duties and institutional responsibilities may enhance professional competency, industry engagement, regulatory awareness, and job performance.

Funding for such memberships may be approved at the discretion of the supervisor, manager or component head, subject to budget availability and institutional priorities.

Funding

Requests for University-funded memberships must demonstrate a clear business purpose, including how the membership supports departmental goals, accreditation standards, compliance obligations, professional licensure, or strategic initiatives.

Nothing in this policy guarantees funding for professional membership. Approval decisions remain within management discretion and must align with approved departmental budgets and applicable procurement policies.



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XI. Travel Policy

Section 11.03 Mileage Reimbursement

University personnel may be required to use their personal vehicle to conduct official University business. In such instances, reimbursement shall be based on the standard rate for business purposes established by the U.S. Internal Revenue Service (IRS).

The official rate is announced by the IRS each calendar year. The University's rate shall automatically adjust to remain constant with the IRS rate, which may change from time to time. Mileage claims resulting in fractional cents will be rounded downward. (See [Financial Policies](#))

Mileage reimbursement is limited to the actual miles driven for authorized University business and must be supported by appropriate documentation.

[Link to Mileage form]



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Section 9.13 Military Family Leave

Purpose

This policy defines the Family and Medical Leave Act (FMLA) military family leave benefits available to eligible employees.

Eligibility Requirements

Eligible employees with a spouse, son, daughter, or parent who is a covered active duty member of the Armed Forces, including the National Guard or Reserves, or who has been notified of an impending call or order to covered active duty, may use up to twelve (12) workweeks of FMLA leave during the applicable twelve-month period for qualifying exigencies, in accordance with 29 U.S.C. § 2612(a)(1)(E) and 29 C.F.R. §§ 825.126–825.127.

Qualifying Exigency Leave

Qualifying exigencies include, but are not limited to, short-notice deployment activities, military events, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and other activities agreed upon by the University and the employee, as defined under 29 C.F.R. § 825.126.

Military Caregiver Leave

Eligible employees may take up to twenty-six (26) workweeks of FMLA leave during a single twelve-month period to care for a covered service member with a serious injury or illness, pursuant to 29 U.S.C. § 2612(a)(3) and 29 C.F.R. § 825.127.

Definition of Covered Service Member

A covered service member is a current member of the Armed Forces, including the National Guard or Reserves, or a veteran who was a member of the Armed Forces at any time during the five (5) years preceding the date the employee takes military caregiver leave, who has a serious injury or illness incurred or aggravated in the line of duty on active duty and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, as defined in 29 C.F.R. § 825.127(b).



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Coordination with Other Leave

Military family leave taken under this policy shall run concurrently with other FMLA leave when applicable. Employees must satisfy all FMLA eligibility, notice, and certification requirements as required by law and University policies.

Governing Law

This policy shall be administered in accordance with the Family and Medical Leave Act of 1993, as amended (29 U.S.C. § 2601 et seq.), and its implementing regulations (29 C.F.R. Part 825). In the event of a conflict, federal law shall control.



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Section 4.04 Outside Employment

Purpose

The purpose of this policy is to ensure that the University of the Virgin Islands remains each full-time employee's primary employer; to promote transparency regarding outside employment; to prevent conflicts of interest; and to ensure that outside activities do not interfere with the efficient performance of University duties, institutional effectiveness, or the delivery of the University's educational mission and services.

Policy

The University is considered to be the primary employer for regular, full-time employment. A full-time position with the University must be the employee's primary job. No employee shall engage in any paid employment that interferes with the efficient performance of his or her duties or that presents a conflict of interest to with his or her employment with the University.

Hiring, retaining, and fully utilizing qualified personnel is a high priority for the University. Therefore, it is essential that each employee be present, effective, and completely committed to his or her assigned roles and responsibilities. Outside employment by any employee of the University should not compromise the overall effectiveness of the University in providing optimal educational experience for students or providing services to its clients. Outside employment, self-employment, consulting, or similar undertakings must not impair, interfere with, or reasonably appear to impair or interfere with the employee's University duties, work schedule, availability, or performance.

All employees are required to complete the University's Conflict-of-Interest disclosure annually, and as otherwise required, using the designated electronic system.

It is the employee's responsibility to provide sufficient information to enable the University to determine whether the outside activity will impair or interfere with the performance of the employee's University duties.

Failure to provide timely notice of outside employment, or failure to provide accurate and complete information regarding the nature of such employment, may result in disciplinary action, up to and including termination of employment.

Note: Individuals who are employed by the University cannot be simultaneously engaged by the University as an independent contractor or consultant.



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II. General University Policies

Section 4.06 Smoking/Vaping

Purpose:

The purpose of this policy is to protect the health, safety, and comfort of the University community by reducing exposure to secondhand smoke, to comply with the Virgin Islands Smoke-Free Act (Title 19, Chapter 53A, V.I. Code), and to clarify smoking-related expectations for students, employees, visitors, and contractors. Research findings show that nicotine and tobacco use, including smoking, vaping, and exposure to secondhand smoke, can lead to negative effects on the body, including but not limited to the brain, heart, and lungs. In addition to causing direct health concerns, smoking or inhaling any tobacco or other smoking product may contribute to institutional costs, including the potential for fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance.

The University prohibits smoking and the use of tobacco products and/or electronic smoking devices on all enclosed University property, including administrative offices, faculty offices, classrooms, residence halls, laboratories, indoor theaters, indoor common areas, and all University-owned or University-leased vehicles. The prohibition also applies to any outdoor service or waiting line and within twenty (20) feet of any building entrance, exit, window, ventilation intake, or outdoor public transportation shelter located on University property.

For purposes of this policy, prohibited behaviors and products shall include the following:

1. Smoking and vaping: the act of inhaling, exhaling, burning, heating, or carrying any lighted, heated, or vaporized plant product, device, or synthetic substance intended for inhalation-including conventional cigarettes, cigars, pipes, water pipes/hookahs, and marijuana (natural or synthetic).
2. Electronic smoking devices: The use of any electronic nicotine delivery system (ENDS), electronic cigarettes, vape pens, vaporizers, or battery powered devices that creates an aerosol or vapor, regardless of whether they contain nicotine.
3. Tobacco products: Any product containing, made, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, or ingested (including smokeless tobacco, chew, snuff, and snus).

Smoking, vaping, and/or the use of tobacco products or electronic smoking devices is permitted only in outdoor University areas beyond a minimum twenty (20)-foot perimeter from enclosed buildings, covered walkways, and service or waiting lines, provided that smoke does not migrate into areas where smoking is prohibited under the Virgin Islands Smoke-Free Act (V.I. Code tit. 19, § 1483) and in accordance with applicable exceptions (V.I. Code tit. 19, § 1484).



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Employees who violate this policy are subject to disciplinary action in accordance with applicable University policies and procedures. Visitors and contractors who fail to comply may be asked to leave University property.

This policy is intended to comply with and implement the Virgin Islands Smoke-Free Act (Title 19, Chapter 53A, V.I. Code), as amended, including all relevant definitions, prohibitions, and exceptions set forth therein.



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II. General University Policies

Section 4.02 Solicitation on Campus

Purpose

The purpose of this policy is to maintain a professional and productive work environment by limiting solicitation and distribution activities that interfere with University operations or employees' work responsibilities, while preserving employees' rights to engage in communications and activities protected by applicable law, including rights protected under Section 7 of the National Labor Relations Act.

Policy

Authorized campus advertisements or notices are to be posted on designated bulletin boards or through approved University communication channels.

Private persons, groups or outside agents must obtain the express permission from the President (or his or her designee) to solicit on the campus of the University or via its technology facilities, or to post signs on the campus of the University. The solicitation of employees or distribution of non-business literature on University property by non-employees is prohibited unless expressly authorized by the University.

Employees should not engage in any personal solicitation using University property either while on or off duty. Employees may not engage in non-business solicitation of other employees during working time, nor distribute non-business literature during working time or at any time in working areas. Employees may not use University property, facilities, technology systems, or contact lists to solicit employees or students for personal or non-University purposes, unless expressly authorized.

Duly authorized University representatives will be appointed to solicit contributions for community organizations (e.g., Red Cross, Boy Scouts and United Way) and other similar non-profit civic organizations. Such solicitations shall be conducted in a manner consistent with this policy.

Employees are encouraged to contribute voluntarily to the organizations of their choice. Participation in any authorized solicitation is strictly voluntary, and no employee shall be pressured or coerced to contribute.

For purposes of this policy, "working time" means time during which an employee is engaged in or required to perform assigned work duties, excluding meal periods and break periods. "Working areas" are locations where employees perform work, excluding areas such as cafeterias, break rooms, and parking lots.



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Nothing in this policy is intended to interfere with, restrain, or prohibit employees from exercising rights protected under Section 7 of the National Labor Relations Act, including the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their choosing, or to engage in other lawful concerted activities for the purpose of mutual aid or protection. This policy is not intended to restrict communications or actions protected or required by law, nor the rights of recognized or certified bargaining representatives under any applicable collective bargaining agreement.



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XI. Travel Policy

Section 11.01 Travel Policy

Purpose

The purpose of this policy is to ensure that employees traveling on official University business are reimbursed fairly and consistently, while safeguarding the responsible and transparent use of University resources. The University is committed to prudent stewardship of public funds and to supporting employees in the performance of their official duties without personal financial gain or loss.

Policy

Employees traveling on University business should neither gain nor incur personal financial loss as a result of that travel. Travelers are expected to select the most economical and reasonable method of transportation that also meets university business and scheduling needs.

Employee reimbursements must be limited to expenses incurred for authorized University business purposes, supported by appropriate documentation, and must clearly demonstrate prudent, reasonable, and responsible use of public funds. Reimbursement requests that do not meet these standards may be denied or returned for correction.

All travel and business expense reimbursements must comply with applicable University financial policies and procedures, as may be amended from time to time.

(See Travel section of UVI [Financial Policies](#))



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XII. Services

Section 12.01 University Mail Handling Policy

The University mail system is intended primarily for official University business. Employees are therefore encouraged to use a personal mailing address for non-work-related correspondence. Limited exceptions may apply, such as for individuals residing on campus.

Outside of these limited exceptions, personal mail or packages addressed to an employee at the University may be returned to the postal carrier as undeliverable.



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XI. Travel Policy

Section 11.02 Vehicle Use

The University owns and maintains a fleet of motor vehicles that provides support for University personnel while conducting official University business. All employees who operate these vehicles are expected to have and maintain a valid driver's license and use the vehicles in accordance with the University's Driving rules and regulations and applicable V. I. law.

All employees must comply with applicable University financial policies and procedures, as may be amended from time to time. (See Travel section of UVI [Financial Policies](#))



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II. General University Policies

Section 4.09 Volunteer and Community Activities

Purpose

The purpose of this policy is to encourage faculty and staff participation in volunteer and community activities that support civic engagement, professional growth, and the University's mission, while ensuring that such activities do not create conflicts of interest or unintended obligations for the University.

Policy

The University encourages faculty and staff to contribute to the well-being of the community whenever feasible, particularly in cases in which services are rendered in accordance with approved or recognized University outreach activities. Such engagement supports the University's commitment to service, collaboration, and community partnership. When appropriate, an employee may be formally appointed to represent the University in an official capacity.

Employees are expected to avoid engaging in, accepting employment or rendering services, whether paid or unpaid, that would conflict with his or her official duties as employees of the University. Any potential or perceived conflict of interest must be disclosed in advance and reviewed in accordance with applicable University policies.

Employees must be formally and specifically appointed by an authorized official of the University to act as a representative or agent of the University. Absent such appointment, employees participating in volunteer or community activities do so in their personal capacity and may not represent or imply endorsement by the University.

Compliance

Employees who do not comply with this policy may be asked to take corrective action, which may include modifying or discontinuing the activity to address compliance concerns. Continued non-compliance may result in disciplinary action, up to and including suspension, in accordance with applicable University policies and procedures.

Non-UVI volunteers who are engaged in University-sponsored activities and who are not otherwise acting within the scope of their employment must complete the required Release and Waiver of Liability form prior to the event. (See [Procedures for Use of Liability Release Form](#) and [Release and Waiver Liability Form](#))