Leave Management upon Separation

Policy Number: 412

Categorized: Human Resources

Procedure: 412P

Responsible Office: Human Resources

Effective Date: 11.03.2026

Last Reviewed Date: 11.03.2026

---

1. Scope

This applies to all full-time NOVA employees who accrue paid leave and who voluntarily separate through resignation or retirement.

2. Policy Statement

Northern Virginia Community College (NOVA) is part of the Virginia Community College System (VCCS) and is governed on most policy matters by the VCCS State Board for Community Colleges.

NOVA follows DHRM and VCCS policies for approving the use of extended leave prior to an employee's separation from state service.

NOVA may also use these standards as a guide for all leave-eligible employee classifications at NOVA in alignment with applicable DHRM and VCCS policies. NOVA shall implement procedures to restrict the use of accrued leave solely for the purpose of extending an employee's final date of separation, as outlined in the accompanying procedure.

For questions about this policy or its application at NOVA, please contact the Responsible Office identified above.

3. Authority

DHRM Policy 1.70 - Separation from State Service

DHRM Policy 4.10 – Annual Leave

DHRM Policy 4.55 – Sick Leave

DHRM Policy 4.57 – Virginia Sickness and Disability Program

DHRM Leave Policies General Provisions

VCCS Policy 3.09 – Faculty Leave