Leave Management upon Separation

Policy Procedure: Leave Management upon Separation

Procedure Number: 412P

Responsible Office: Office of Human Resources

Forms: N/A

Effective Date: 11.03.2026

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1. Purpose

Northern Virginia Community College (NOVA) is committed to the responsible stewardship of Commonwealth resources and the effective management of employee leave. This procedure establishes clear expectations for employees, supervisors, and College leadership regarding the use of accrued leave in connection with an employee's separation from employment. It is intended to support operational continuity, facilitate the timely transition of responsibilities, and ensure that eligible leave balances are paid in accordance with applicable Department of Human Resource Management (DHRM) and Virginia Community College System (VCCS) policies.

3. Applicability

This procedure applies to NOVA employees who are eligible to accrue and use annual or personal leave under applicable DHRM or VCCS leave programs. The use and payment of accrued leave upon separation will be governed by the policies applicable to each employee's position and leave program.

4. Definitions

Last Day in the Office (LDO): The final day an employee is present and performing work for the College.

Separation Date: For purposes of this policy, the Separation Date is recorded as the workday following the last day worked, or in a paid leave status or an approved leave without pay status. With approval, this date will be recorded as the workday following the LDO, or with approval may include up to two (2) weeks of leave taken immediately following the LDO.

5. Procedure

Employees are expected to work through their designated LDO, as stated on their resignation/retirement notice and/or Form 105-021, unless otherwise approved by the appropriate Administrative Council member and Human Resources for business needs.

To support operational continuity, workforce planning, and the timely transition of responsibilities, employees may generally use no more than two (2) weeks of eligible accrued annual or personal leave immediately following their LDO

to extend active employment, subject to applicable DHRM and VCCS policies. Any remaining eligible leave balances will be paid out in accordance with the requirements applicable to the employee's position and leave program.

Exceptions to the two-week limitation may be considered on a case-by-case basis with approval from the appropriate Administrative Council member and Human Resources. Consideration may include documented operational circumstances that prevented the employee from using accrued leave, previously approved separation arrangements, significant institutional transition needs, or other compelling circumstances consistent with applicable policies.

Exceptions are discretionary, must be documented, and will be evaluated consistently to promote equitable application of the procedure.

Employees who provide less than two weeks' notice of resignation or retirement may not be approved to use accrued leave to extend their separation date. Payment of any eligible accrued leave balances will be determined in accordance with applicable DHRM and VCCS policies.

Employees and supervisors are encouraged to plan the use of accrued leave proactively to minimize excessive leave balances and operational disruption. Supervisors should provide reasonable opportunities for employees to use accrued leave, consistent with operational needs and applicable leave policies.

The use of accrued leave to extend employment beyond the employee's LDO is subject to approval and is not automatically authorized based on the availability of a leave balance. Employees will be advised of their approved separation date and any identified implications for applicable benefits and leave payouts.

Nothing in this procedure supersedes applicable DHRM or VCCS requirements governing leave eligibility, use, carryover, or payment upon separation.

6. Responsibilities

A. Employees

- Plan resignation or retirement in accordance with applicable DHRM and VCCS policies and College procedures.
- Work with their supervisor to plan the use of accrued leave throughout the year, consistent with operational needs and applicable leave policies.
- Provide timely notice of resignation or retirement to support workforce planning and the transition of responsibilities.
- Submit requests to use accrued leave immediately preceding separation for review and approval.
- Communicate any circumstances that may warrant consideration of an exception to the two-week limitation.

B. Supervisors

- Review resignation and retirement notices promptly and coordinate with Human Resources regarding the employee's anticipated separation date.
- Inform employees of applicable leave management and separation procedures upon receiving notice of resignation or retirement.
- Encourage proactive leave planning and provide reasonable opportunities for employees to use accrued leave, consistent with operational needs.
- Review requests to use accrued leave immediately preceding separation and communicate any concerns or operational considerations to Human Resources.
- Identify and communicate circumstances that may warrant an exception to the two-week limitation.
- Support the timely transition of responsibilities and completion of separation-related requirements.

C. Human Resources

- Advise employees and supervisors regarding applicable leave policies, separation procedures, and the use of accrued leave immediately preceding separation.
- Review requests for exceptions to the two-week limitation in coordination with the appropriate Administrative Council member.
- Confirm separation dates and advise employees of identified implications for leave payouts and applicable benefits.
- Identify and monitor trends in leave accrual and separation practices to support consistent administration of the procedure.
- Coordinate with Payroll to ensure that eligible leave balances are paid in accordance with applicable DHRM and VCCS policies and established processing timelines.

D. Payroll

- Calculate and process payment of eligible accrued leave balances in accordance with applicable DHRM and VCCS policies and established payroll timelines.