

GLOSSARY

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

Active Employment

For VSDP purposes, an employee is released to return to work full-time with or without restrictions for at least 20 hours or more a week. Part-time employees must work at least 20 or more hours a week.

Activities of Daily Living

Six activities necessary for individuals to function on a day-to-day basis without assistance: bathing, transferring (such as getting in and out of bed), dressing, toileting (using the bathroom), continence, and eating (ability to feed oneself).

Career State Service

Career state service includes full-time and part-time salaried service in a state position, leave for military service or leave resulting from a layoff or temporary workforce reduction. The service also includes periods of short-term and long-term disability during which the employee was working reduced hours or with job restrictions.

Catastrophic Condition

A catastrophic condition is so severe that the employee is unable to perform at least two of the six activities of daily living without substantial assistance or has a severe cognitive impairment that requires substantial supervision.

Conditional Leave without Pay

An employee's approved absence from work without pay (other than for military leave) that guarantees reinstatement only if the employee's position is available when he or she desires to return from leave. If the position is not available, the employee will be separated and may be employed again only after going through the normal recruitment and selection process.

Classified Employee

Employees who are assigned to positions within the occupational families listed in the Commonwealth's Compensation Plan. These employees are covered by the provisions of the Virginia Personnel Act¹, once they have completed the probationary period.

Creditable Service for Retirement Purposes

Any prior service credits plus Virginia Retirement System (VRS) service credit that is earned in a covered position and used by VRS in the calculation of a retirement benefit. Periods of short-term disability and long-term disability are included in the calculation of creditable VRS service.

Department of Accounts (DOA)

The state agency that provides a unified financial accounting and control system for state funds; develops a comprehensive system of checks and balances between state agencies entrusted with the collection, receipt and disbursement of state revenues; and maintains a central accounting system for all state agencies and institutions.

Department of Human Resource Management (DHRM)

The state agency authorized to develop and interpret human resource policies.² Provides agencies the basic tools and resources needed to administer their agency's human resource program. Should there be a conflict between DHRM's policy and the agency's human resources manual, the policy prevails.

Disability Credits

Sick leave converted by employees who enrolled in VSDP between January 1, 1999 and March 1, 1999 or employees who did not opt out during October 1 – November 30, 2002. Disability credits are used in eight-hour increments and can be used to supplement periods of 80 percent or 60 percent income replacement to obtain 100 percent payment. Eight disability credits equal one day of 100 percent income replacement. Employees are required to use disability credits when in long-term disability.

¹ See Title 2.2, § 2.2-2900 of the [Code of Virginia](#)

² See Title 2.2, § 12 of the [Code of Virginia](#)

Eligible Employee

Full-time and part-time salaried employees of the Commonwealth of Virginia are covered under VSDP. Covered employees include:

- Active members of the Virginia Retirement System (VRS)
- Active members of the State Police Officers' Retirement System (SPORS)
- Active members of the Virginia Law Officers' Retirement System (VaLORS)
- Full-time teaching, research or administrative faculty of a Virginia public institution of higher education who participate in VRS and elect VSDP coverage
- Part-time faculty members covered under VRS who elect VSDP coverage.

Essential Job Functions

The required job duties that must be performed in order to produce the expected outcome.

Family and Medical Leave Act (FMLA)

Federal law that provides eligible employees the opportunity to balance the demands of the workplace and their families by providing up to 12 weeks of paid and/or unpaid family or medical leave in a year.

Family and Personal Leave

Family and personal leave may be taken at the discretion of the employee for any purpose (family, illness, attend a funeral, or other personal needs, etc.) provided the employee gives reasonable notice and his or her supervisor approves the absence.

Family and personal leave cannot be carried over to the next leave year (January 10th – January 9th) or paid out upon separation.

Accrual rates are based on total months of state service (or previous state service) and employment status. Full-time and part-time employees accrue the same amount of family and personal leave annually. New hires and rehires accrual rates are based on the date of employment. In subsequent years, the accrual rates for rehires are based on total months of state service.

Holiday

Official workday designated by the Code of Virginia or executive designation to be observed as paid time off. For full-time employees, a holiday is eight hours and a half-day holiday is four hours.

Holiday Leave

During periods of short-term disability, employees are credited with holiday leave based on the percentage of disability benefit they are receiving. To receive 100 percent income replacement when short-term disability decreases to 80 percent or 60 percent, employees must use accrued leave to supplement VSDP benefits. Holidays count towards the seven-calendar-day waiting period.

Employees on long-term disability working receive holiday pay based on the percentage of work hours scheduled. Disability benefits for the holiday are based on the percentage of disability benefit (60 percent) the employee is receiving. To receive 100 percent income replacement employees must use accrued leave to supplement VSDP benefits.

Independent Medical Examiner

The Independent Medical Examiner is a licensed treating professional who is of the same or similar profession as the employee's licensed treating professional. The examiner may be used if the clinical information provided does not substantiate an employee's claim for benefits. The examiner is selected through an independent third-party contractor.

Leave Sharing

Leave sharing allows eligible employees in leave without pay status to receive income by using annual leave hours donated to them by other employees.

Employees may request donated annual leave³ if the employee takes leave without pay due to a family member's illness or injury for which the employee is using FMLA leave.

Employees who participate in the VSDP receive program benefits for personal injury or illness and, therefore, are not eligible for leave donations for these reasons.

Licensed Treating Professional

A doctor of medicine or osteopathy who is licensed to practice medicine or surgery by the state in which the doctor practices.

Also included are podiatrist, optometrist, chiropractor, clinical psychologist, or clinical social worker licensed to practice in the state and performing within the scope of his or her practice as defined under state law, and Christian Science practitioners listed with the first Church of Christ, Scientist in Boston, MA.

If the licensed treating professional is not a doctor of medicine or osteopathy, the employee may be required by Reed Group to seek treatment from a doctor or osteopath after a reasonable period of time.

³ See Policy 4.57 of the Virginia Sickness and Disability Program

Long-term Care

Daily reimbursement for medical, personal and social services provided in a nursing care facility, assisted living, home health or respite care. To qualify the employee must be unable to perform two out of the six activities of daily living or have a severe cognitive impairment. There is an once-in-a-lifetime waiting period (90 days) and a maximum lifetime benefit.

Long-term Disability Benefit

An income replacement benefit that commences upon the expiration of a seven-calendar-day waiting period and 125 work days of receipt of short-term disability benefits (unless catastrophic or major chronic). The benefit provides income replacement in an amount equal to 60 percent of participating employee's creditable compensation or 80 percent income replacement if the disability has been designated catastrophic.

Long-term Disability Working

The employee may continue from short-term disability working status into long-term disability working. In long-term disability working, the employee must work at least 20 hours or more per workweek in his or her own position. A qualified part-time employee continues to work for his or her agency when moving from short-term disability into long-term disability working for 20 or more hours per week. This income replacement benefit commences upon the expiration of a seven calendar day waiting period and 125 work days of receipt of short-term disability benefits (unless catastrophic or major chronic).

Major Chronic Condition

A life threatening health condition that exists over a prolonged period of time and is not expected to resolve in the foreseeable future. The determination of a life threatening health condition is made at the discretion of Reed Group in accordance with, but not limited to, the following criteria. The employee:

- must be deemed disabled by a licensed treating professional,
- must have experienced a period of disability for the same condition within the last six months, and
- must be under the ongoing care of a licensed treating professional.

All cases are reviewed and updated with additional medical documentation on an individual basis. There is no waiting period for illnesses/injuries designated as major chronic.

Partial Disability

A partial disability exists during the first 24 months following the occurrence or commencement of an illness or injury:

- when an employee is earning less than 80 percent of his or her pre-disability earnings;
- as a result of injury or illness, is able to perform one or more, but not all, of the essential job functions of his or her own job on a full or a part-time basis; or
- is able to perform all of the essential job functions of his or her own job only on a part-time basis.

Probationary Period

The introductory period of employment that allows the employee and agency to determine if the employee is suited for the job. During the probationary period, employees may be terminated at the discretion of the appointing authority, without access to the State Grievance Procedure. The normal probationary period is 12 months; however, it can be extended as described in this policy for up to 18 months for performance reasons, if an employee is absent for an extended period of time, or if an employee moves to another position within the last 6 months of the 12-month period.

Return to Work Program

Assignment of an employee to his or her pre-disability position or alternative assignments for a specified length of time with job modifications in an attempt to assist the employee in returning to full duty employment.

Serious Health Condition

As defined by the Family and Medical Leave Act⁴ a serious health condition is an illness, injury or physical cognitive condition that involves:

- Hospitalization as an inpatient in a hospital, hospice or residential medical care facility;
- Absence of more than three consecutive calendar days while receiving continuing or multiple treatment prescribed by the health care provider;
- Continuing treatment by (or under the supervision of) a health care provider for a chronic or long term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days. It also covers pre-natal care and the birth of the child.

⁴ See Policy 4.20, Family Medical Leave

Severance

Full-time classified, restricted employees, eligible part-time classified and restricted employees who have been involuntarily separated from state service.⁵

Sick Leave

Sick leave may be taken for personal illnesses, injuries, preventive care and wellness physician visits. Thirty three percent of an employee's sick leave can be used for qualifying family FMLA absences. Sick leave cannot be carried over to the next year (January 10th – January 9th) or paid out upon separation.

Accrual rates are based on total years of state service and employment status. New hires and rehires accrual rates are based on the date of employment. In subsequent years, the accrual rates for rehires are based on total months of state service and employment status.

Short-Term Disability Benefits

An illness, injury or other condition, such as surgery, pregnancy, complications from pregnancy or a major chronic or catastrophic condition, which prevents an employee from performing the full duties of the job. VSDP provided coverage for non-work related and work-related disabilities. Short-term disability commences upon the expiration of a seven-calendar day waiting period, and provides replacement income for a maximum of 125 work days at either 100 percent, 80 percent or 60 percent for defined periods of time based on an employee's total months of state service. If the disability/illness is deemed catastrophic, the employee would receive 100 percent or 80 percent income replacement and the waiting period would be waived.

State Employee's Workers' Compensation Services

The state agency that administers the Virginia Workers' Compensation Act.

Telework

It is the policy of the Commonwealth to promote general work efficiencies by permitting agencies to designate employees to work at alternate work locations for all or part of their workweek.⁶

Temporary Workforce Reduction

Permits agencies to reduce employees' work hours and pay temporarily or to place employees in a non-working status temporarily. Such reductions are limited to no more than 690 work hours in a 365-day period. Certain employee benefits are protected during the period of reduced-hours or non-working status.⁷

⁵ See Policy 1.30, Layoff

⁶ See § 2.2-2817.1 of the Code of Virginia

⁷ See DHRM Policy 1.65

Total Disability

Exists during the first 24 months following the occurrence or commencement of an illness or injury if an employee is unable to perform all of the essential functions of his or her normal job duties, on a full-time basis. Exists after 24 months following the occurrence or commencement of an illness or injury if an employee is unable to perform any job for which he or she is reasonably qualified based on his or her training or experience and is earning less than 80 percent of his or her pre-disability earnings.

Unconditional Leave without Pay

An employee's approved absence from work without pay that guarantees reinstatement to the position held by the employee before the leave was taken.

Virginia Retirement System (VRS)

The state agency authorized to administer pensions, benefits and retirement policies.⁸

Virginia Retirement System Service Credit

The credit toward retirement that a member earns in a VRS-covered position. A member is credited with one month of service for each month the member (or the employer on the member's behalf) makes a contribution to VRS. A member cannot receive more than 12 service credits per year worked.

Virginia Sickness and Disability Program (VSDP)

VSDP provides income protection for employees who cannot work because of a non-work related or work-related illness, injury or other condition, such as surgery, pregnancy, complications from pregnancy or a major chronic or catastrophic condition. VSDP benefits include: sick leave, family and personal leave, short-term and long-term disability coverage, long-term care coverage, transitional, medical rehabilitation and vocational rehabilitation plans to help employees return to work when able and free advocacy service to assist employees in applying for Social Security Disability Insurance benefits.

⁸ See Title 51.1 of the [Code of Virginia](#)

Waiting Period

Seven calendar days of medical absence from work that must be met before short-term disability benefits can begin. The waiting period commences the first day of a disability. An employee who returns to work for 20 hours or less during the seven-calendar-day waiting period will have satisfied the waiting period. If the absence is due to a major chronic condition or catastrophic illness diagnosed at the onset of the disability, no waiting period is required before benefits begin. Eligible part-time employees who work 10 hours or less during the waiting period will be considered to have fulfilled the seven-calendar-day waiting period.

Work-related Injury or Illness

An injury or illness which occurs on the job to an eligible employee for which benefits are awarded by the Virginia Workers' Compensation Commission and are payable under the Workers' Compensation Act.

Workday

When a full-time employee is on disability leave, it is assumed that his work schedule is a standard eight-hour day. This includes those pay periods in which the employee starts short-term disability or returns to work following short-term disability, as well as in cases of intermittent and/or major chronic disabilities where the employee works a part of a pay period.

VS DP requires that employees working alternate schedules (four 10-hour days, rotational shifts, flexible hours, job sharing, etc.) must revert back to the standard five-day/40-hour schedule when they are approved to receive short-term disability benefits and remain in this status until released to return to work full time/full duty without restrictions.

Workers' Compensation Benefit

Income replacement as awarded by the State Employees' Workers' Compensation Services when an employee suffers a compensable work-related injury or illness. Income replacement is awarded by the Workers' Compensation Services and is based upon 66 2/3 percent of the average of the last year's earnings prior to the accident within a minimum and maximum amount.⁹

⁹ See Policy 4.60