

CITY OF HARRISONBURG, VA
LEAVE CHART - EFFECTIVE OCTOBER 1, 2025

VACATION LEAVE	Code		Years of Service	Hours Accrued Per Month	Hours Accrued Per Year	Maximum Carry-Over Limit
	GENERAL EMPLOYEE	100	0 – 5 Years	12 hours	144 hours	240 hours
		101	5 – 10 Years	14 hours	168 hours	288 hours
		102	10 – 15 Years	16 hours	192 hours	336 hours
		103	15 – 20 Years	18 hours	216 hours	384 hours
		104	20 and above	20 hours	240 hours	432 hours
	FIRE SUPPRESSION	150	0 – 5 Years	16 hours	192 hours	318 hours
		151	5 – 10 Years	18.5 hours	222 hours	382 hours
		152	10 – 15 Years	21 hours	252 hours	446 hours
		153	15 – 20 Years	23.5 hours	282 hours	508 hours
		154	20 and above	26 hours	312 hours	572 hours
	SCHOOL BUS DRIVER/AIDE	140	0 – 5 Years	9 hours	108 hours	180 hours
		141	5 – 10 Years	10.5 hours	126 hours	216 hours
		142	10 – 15 Years	12 hours	144 hours	252 hours
		143	15 – 20 Years	13.5 hours	162 hours	288 hours
		144	20 and above	15 hours	180 hours	324 hours

SICK LEAVE	Code		Employee Classification	Hours Accrued Per Month	Hours Accrued Per Year	Maximum Carry-Over Limit
	GENERAL EMPLOYEE	400	Hired Prior to 1/1/14	10 hours	120 hours	No Limit
			Hired After 1/1/14			
			VRS Plan 1 or Plan 2			
		420	Waived Short-Term Disability	5 hours	60 hours	440 hours
			Hired After 1/1/14			
			VRS Plan 1 or Plan 2			
	FIRE SUPPRESSION	415	Elect Short-Term Disability	13 hours	156 hours	No Limit
			Hired After 1/1/14			
			VRS Plan 1 or Plan 2			
		440	Waived Short-Term Disability	6.5 hours	78 hours	572 hours
			Hired After 1/1/14			
	SCHOOL BUS DRIVER/AIDE	410	VRS Plan 1 or Plan 2	7.5 hours	90 hours	No Limit
			Elect Short-Term Disability			
			Waived Short-Term Disability			
		430	Hired After 1/1/14	3.75 hours	45 hours	330 hours
			VRS Plan 1 or Plan 2			
		430	Elect Short-Term Disability	3.75 hours	45 hours	330 hours
			Waived Short-Term Disability			

UPDATED - 07/15/2025