

Retirement

Plan I Members—Joined Before July 1, 2010: Eligible to retire at age 50 with full benefits after 30 years of service credit or at age 65 with at least 5 years of service credit.

Plan II Members—Joined Between July 1, 2010 & December 31, 2013) and Hybrid Members (Joined after December 31, 2013): Eligible to retire with full benefits at employee's normal Social Security retirement age* with at least five years of service credit, or when age and service equal 90 (ex. age 60 with 30 years of service credit).

See www.varetire.org for complete information.

*Visit www.socialsecurity.gov for normal Social Security retirement ages.

Deferred Compensation

Employees can save pre-tax income as a supplement to retirement benefits.

Commonwealth of Virginia Deferred Compensation & Cash Match—Eligible employees receive a 50% cash match of their contributions, not to exceed \$20 per pay period.

Roth (After-Tax) Contributions

Roth contribution option is available to all plan participants in the Commonwealth of Virginia Deferred Compensation Plan.

Hybrid Plan Members can make voluntary contributions between 0.5% and 4% and receive an employer match of 1% for the first 1% and 0.25% for each additional 0.5%, up to a total match of 2.5%

Virginia Credit Union

The Virginia Credit Union offers the following services to participating members:

Direct Deposit · Savings Accounts
Loan Payment Accounts · Vacation Club Accounts
Christmas Club Accounts · Share Draft Accounts
IRAs · Credit Cards

Discounts

- The Virginia Shop—20% discount
- State employee discounts: various discounts for entertainment, travel, financial services, health & fitness, gifts, education, wireless service, computers, etc.

Public Service Student Loan Forgiveness

Employment at the Library of Virginia may qualify you to receive student loan forgiveness under the Public Service Loan Forgiveness Program (PSLF).

Supplemental/Optional Insurance on Payroll Deduction

Accident, sickness and disability insurance, and retirement planning are offered to employees

For Additional Information Contact:

The Library of Virginia
Human Resources Office
800 East Broad Street
Richmond, Virginia 23219-8000
804.692.3586

For job opportunities, visit our Website at: www.lva.virginia.gov

This information is a general outline of benefits and not designed to be all-inclusive. More detailed information is available upon request.



LIBRARY OF VIRGINIA

Employee Benefits Program

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

LEAVE AND OTHER EMPLOYEE BENEFITS

Types of Leave

Annual (Vacation) · Holidays · Family/Personal Sick · Compensatory · Civil/Work Related Emergency Disaster Leave · Parental Leave School Assistance & Volunteer Service Leave to Donate Bone Marrow or Organs Short- and Long-Term Disability

Annual Leave

Years of Service	Hours Earned Per Pay Period	Days Earned Per Year
Less than 5	4	12
5–9	5	15
10–14	6	18
15–19	7	21
20–24	8	24

12 Holidays

New Year's Day · Martin Luther King Jr. Day
George Washington's Birthday · Memorial Day
Independence Day · Labor Day
Columbus Day & Yorktown Victory Day
Election Day · Veterans' Day
Thanksgiving Day · Day after Thanksgiving
Christmas Day

Family/Personal Leave

Months of Service	Number of F/P Leave Hours Earned
Less than 120	32 (4 days)
120 or more	40 (5 days)

Sick Leave

Months of Service	Number of Sick Leave Hours Earned
Less than 60	64 (8 days)
60–119	72 (9 days)
120 or more	80 (10 days)

Compensatory Leave

May be earned if an employee is required to work on a state holiday or during an authorized closing.

Community Service Leave

Sixteen hours per calendar year to provide volunteer service through eligible non-profit organizations.

Parental Leave

Up to 8 weeks paid leave provided to eligible employees for use within 6 months of birth of an infant or adoption, foster, or custodial placement of child under age 18.

Short- and Long-Term Disability Leave

Coverage provided for illnesses or injuries requiring absences of greater than seven days.

If hired or rehired on or after July 1, 2009, you become eligible for non-work related short-term disability coverage after one year of continuous employment.

Other Benefits

Alternative/Flexible and Telework Work Schedules

The Library of Virginia offers alternative/flexible work schedules including teleworking for its eligible employees.

Health Care

The Commonwealth provides a number of health care plans so employees may select the plan that best meets their needs. Minimal premiums are paid by the employee. Premiums are deducted pre-tax, resulting in greater disposable income since employees pay less tax. Employee Assistance Programs are included at no cost with all health care plans.

Flexible Spending Accounts

An account plan that sets aside pre-tax income to be used for reimbursement of eligible out-of-pocket medical and dependent care expenses, resulting in greater disposable income since employees pay less tax.

Life Insurance

The Commonwealth pays the entire premium and provides coverage at twice the employee's annual salary upon natural death and four times for accidental death. Additional Optional Life Insurance is available for purchase.

Long-Term Care Insurance

Paid for by the state. Additional optional long-term care insurance is available for purchase.

Education Assistance

Supports pursuit of approved educational courses, professional certifications, or acquisition of job-related knowledge and skills.

CommonHealth

A wellness program designed to help employees develop and maintain healthy lifestyles.

Direct Deposit

The Library of Virginia directly deposits employee paychecks electronically to the employee's bank account on pay day, the 1st and 16th of each month.