

Number 14.9 - MISCELLANEOUS LEAVE

Effective Date: March 1, 1996

Revised Date: July 1, 1999

Applicable To: All classified employees with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: Kathleen C. Hoyt, Secretary of Administration

PURPOSE

The purpose of this policy is to establish the procedures by which classified employees shall receive time off from work, without charge to leave, for miscellaneous reasons.

EXAMINATIONS AND INTERVIEWING

It is the policy of the State of Vermont to allow probational and/or permanent status classified State employees reasonable release time from work for taking examinations and/or interviews for other positions in Vermont State Government. Employees are not required to charge this time off to annual, personal, or compensatory leave or take unpaid leave.

Employees must request leave from their supervisors in advance. The granting of leave shall be subject to the operating needs of the Department as determined solely by the appointing authority.

Employees shall neither receive mileage nor other expense reimbursement for traveling to an examination site, nor for going to job interviews.

BLOOD DONATIONS

It is the policy of the State of Vermont to allow classified State employees reasonable release time from work to donate blood at local blood drawings sponsored by the Red Cross.

Employees are not required to charge this time off to annual, personal, or compensatory leave or off-payroll status.

Employees must request leave from their supervisors in advance. This granting of this leave shall be subject to the operating needs of the department as determined solely by the appointing authority.

VERMONT STATE EMPLOYEES TIME OFF

Subject to the efficient conduct of State business which shall prevail in any instance of conflict, permission for reasonable time off during normal working hours without loss of pay and without charge to accrued benefits shall not be unreasonably withheld for VSEA Officers and Stewards to attend VSEA-sponsored meetings. Employees must secure advance permission from appropriate supervisors and shall give the State as much prior notice of any such meeting as possible. Article 3 of each bargaining unit contract contains specific guidance regarding this type of leave. Employees must report this type of leave on their time reports by entering code 27 (Administrative Leave with pay).

Signed by Kathleen C. Hoyt, August 3, 1999

Approved, Secretary of Administration