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| Subject: Pre-Eligibility Leave | Policy/Procedure Number: 00003 |
| Effective Date: TBD | Review Date: |
| Applicable To: Eligible VT State Legislative Employees | Revision Date: |
| Issued By: Office of Legislative Human Resources | Approved By: Human Resources; Joint Legislative Management Committee |

POLICY

Benefit-eligible employees who have not yet met the eligibility requirements to request a leave under the Parental and Medical Leave of Absence policy #00001 or Earned Sick Time policy #00002 may request an unpaid personal administrative leave for up to 30 consecutive days for one's own personal health matters. Such leaves must be requested in writing and be approved by the employee's office director and Human Resources.

Employees who have been employed for a minimum of six months may use their accrued time according to the provisions of the applicable leave outlined in the respective policies. Employees may use accrued compensatory time or sick time within their first six months of employment.

A Pre-Eligibility Leave may be approved or denied by the employee's Director and Legislative Human Resources. An approved leave under this policy may be extended at the discretion of the Director, with guidance from Human Resources.

This document is subject to change and is not intended to establish a contract of employment or any contractual rights.

Employees with questions, concerns, or disputes with the content of this policy must notify their direct supervisor/director or the Office of Legislative Human Resources at the Vermont General Assembly, Montpelier, VT, in writing.