



Subject: Crime Victims Leave	Policy/Procedure Number: 00005
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

PURPOSE AND POLICY STATEMENT

Employees of the General Assembly are entitled to take time off from work for court proceedings in which they are a victim of a crime.

GENERAL GUIDELINES

Employees who are a victim of a crime, as defined by statute, and who have been continuously employed by the Vermont General Assembly for a period of six months or more for an average of at least 20 hours per week are entitled to take leave from employment for the purpose of attending:

- i. a criminal proceeding in which the employee is a victim and has the obligation/right to appear, the family member of a minor or individual who has been found to be incompetent who was the victim of the crime, or the family member of a homicide victim and the employee has a right or obligation to appear at the proceeding;
 - ii. a relief from abuse hearing when the employee seeks the order as plaintiff;
 - iii. a hearing concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff;
 - iv. a relief from abuse, neglect, or exploitation hearing, when the employee is the plaintiff; or
 - v. a meeting with the minor family member's attorney, when the minor family member is a victim.
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CRIME VICTIMS LEAVE PAY

During this leave, the eligible employee may use accrued sick leave, annual leave, or any other accrued paid leave. Use of accrued paid leave shall not extend the leave provided pursuant to this policy. If accrued time is not used, the time will be unpaid.

Employment benefits shall continue for the duration of the leave at the level and under the conditions coverage would be provided if the employee continued working for the duration of the leave. The employee may be required to contribute to the cost of benefits during the leave at the existing rate of the employee contribution.

Employees who accrue leave time will not continue to do so while out on a leave of absence if they are off payroll for more than 25 percent of their scheduled hours (prorated) within a pay period.

RETURNING FROM CRIME VICTIMS LEAVE

Upon return from leave, an employee shall be offered the same or a comparable job at the same level of compensation, employment benefits, seniority, or any other term or condition of the employment existing on the day leave began, unless:

- i. prior to requesting leave, the employee had been given notice or had given notice that the employment would terminate; or
- ii. during the period of leave, the employee's job would have been terminated or the employee would have been laid off for reasons unrelated to the leave or the condition for which the leave was granted.

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.