

TO: Governor's Office Staff

FROM: Elizabeth Miller, Chief of Staff

DATE: May 6, 2013

SUBJ: Policy regarding hours of work and leave and sick time for Governor's Office Staff

Employees of the Governor's Office are expected to work, on average, a minimum of 40 hours per week and to be available outside of normal business hours, including evenings, holidays, and weekends. Members of the Governor's staff routinely work more than 8 hours per day, 5 days per week. As exempt employees, members of the Governor's staff are not eligible for overtime compensation and are not expected to log time worked on an hourly basis. Please note that the State of Vermont's timesheet reporting system does not reflect the actual hours worked by Governor's Office staff, rather it automatically reports 8 hours worked per weekday. Governor's Office timesheets will not reflect hours worked in excess of a 40 hour week and will also not reflect leave and sick time granted pursuant to this policy.

Despite the expected workload, Governor's Office staff is encouraged to take scheduled vacation and personal time, and sick time as needed. Reasonable requests for such leave shall be granted at the discretion of the Governor's Chief of Staff and/or Deputy Chief of Staff. Like all state employees, Governor's Office staff shall engage in extracurricular activities not a part of their state jobs, including political campaign related work, only during personal leave time.