

Number 14.5 - CIVIC DUTY

Effective Date: March 1, 1996

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

Issued By: Department of Personnel

Approved By: William H. Sorrell, Secretary of Administration

PURPOSE AND POLICY STATEMENT

It shall be the policy of the State to support communities by allowing employees time off for the performance of their civic responsibilities.

GENERAL GUIDELINES

Employees elected to the following offices may be granted up to three (3) days off per fiscal year, without loss of pay, if they serve in the following roles in their community:

- Select Board
- Board of Trustee
- Board of Aldermen
- Board of Civil Authority
- School Board

Subject to the operating needs of the agency/department, this leave will be granted when official business pertaining to the employee's elected office cannot be accomplished outside of the employee's normal working hours.

Employees shall give their supervisors as much advance notice as possible when requesting civic duty leave.