



<b>Subject:</b> Earned Sick Time	<b>Policy/Procedure Number:</b> 00002
<b>Effective Date:</b> XX, 2025	<b>Review Date:</b>
<b>Applicable To:</b> Eligible VT State Legislative Employees	<b>Revision Date:</b>
<b>Issued By:</b> Office of Legislative Human Resources	<b>Approved By:</b> Human Resources; Joint Legislative Management Committee

## PURPOSE AND POLICY STATEMENT

Sick time is paid time off that is earned and that may be used by eligible employees to be paid when they take time off from work for illness, injury, or health care; to care for a family member who is ill, injured, or receiving health care; for safe leave in relation to domestic violence, sexual assault, or stalking; parental leave; closure of a family member's school or child care due to a public health or safety reason; to attend school functions for an employee's family member; or in response to a death in the employee's family. This policy details the use of this accrued, paid time off; Policy # 1 (Leaves of Absence) governs job-protected absences longer than five days.

Session-only and temporary employees should refer to their office director for guidance regarding sick time and other time off applicable to session-only and temporary employees.

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## DEFINITIONS

**Eligible Employee** – An employee who is in a permanent position with the General Assembly and does not include a session-only or temporary employee.

**Family Member** – A child, stepchild, ward, or foster child; a child for whom the employee has an *in loco parentis* relationship or any relationship akin to parent and child; a spouse, domestic partner, or civil union partner; a parent or legal guardian of the employee or the employee's spouse, civil union partner, or domestic partner; a sibling, grandchild, or grandparent of the employee or the employee's spouse, domestic partner, or civil union partner; or an adult who had an *in loco parentis* relationship with the employee or the employee's spouse, domestic partner, or civil union partner when that person was a child.

**In Loco Parentis** – A relationship in which an individual has day-to-day responsibilities to care for and support a child, regardless of biological or legal ties, where the child is under 18 years of age or is 18 years of age or older and incapable of caring for themselves because of a mental or physical disability.



The specific facts of each situation will determine whether an employee stands *in loco parentis* to a child.

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## **GENERAL PROVISIONS AND LEAVE REQUESTS**

### **1. General Provisions**

Sick time accruals and the rate at which sick time is accrued are based on whether the employee works year-round and the number of hours per week that the employee works. Eligible employees are credited with 48 hours of their sick time on the date of hire, which may be used during the first six months of employment before employees begin accruing sick time. Following the first six months of employment, eligible employees accrue sick time at their regular accrual rate. Employees may use earned sick time when they are absent from work and unable to perform their duties. Sick time may be used for the following reasons:

- illness or injury;
- professional diagnostic, preventive, routine, or therapeutic health care;
- care for a family member who is ill, injured, or receiving health care;
- pregnancy, childbirth, an employee's **miscarriage**, and time off to bond with a new baby;
- time off following the adoption of a child or the placement of a foster child with the employee;
- **safe leave in relation to domestic violence, sexual assault, or stalking of the employee or an employee's family member;**
- **in response to a death in the employee's family;**
- closure of a family member's school or day care due to a public health or safety reason, or a request that the family member quarantine because of potential exposure to an infectious disease;
- a request that the employee quarantine because of potential exposure to an infectious disease;
- medical and dental appointments that cannot be scheduled outside of regular work hours; or
- **to attend a court proceeding in connection with a crime of which the employee or the employee's family member is a victim.**

### **2. Earned Sick Time Requests**

Employees who need to use earned sick time for a planned absence, such as a medical appointment, should provide their supervisor with a minimum of one week's notice whenever possible. Employees who need to take an unplanned



sick day must notify their supervisor as soon as practicable and before the start of their workday whenever possible.

Eligible employees who need to take a leave expected to be longer than five days for their own or a family member's serious health condition, safe leave, parental leave, or bereavement should reference Policy #1, Leaves of Absence, for further details.

### **3. Separation**

Upon separation from employment, an employee shall not be entitled to payment for unused earned sick time.

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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.