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## SHORT-TERM FAMILY LEAVE

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In addition to other leaves, you may also be eligible for Short-Term Family Leave. You may take *up to 4 hours of short-term family leave in any 30 days but no more than 24 hours in any 12 months*. Your employer may require you to take at least 2 hours of leave at any one time.

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### **WHAT DOES SHORT-TERM FAMILY LEAVE COVER?**

Short-term family leave may be used to:

- participate in school activities related to your child's academic advancement such as parent-teacher conferences
  - go to the dentist or doctor for a routine visit
  - accompany a family member to routine medical or dental appointments
  - respond to a medical emergency involving a family member
  - accompany a family member such as a parent or spouse to appointments for professional services related to their care such as interviewing for admission to a nursing home.
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### **DO I HAVE TO GIVE NOTICE TO TAKE SHORT-TERM FAMILY LEAVE?**

Yes. You should give your employer at least 7 days advance notice be-

fore taking the leave. You can only give less than 7 days notice in cases of an emergency.

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## ALL VERMONT LEAVES

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### **CAN I CHOOSE TO TAKE MY LEAVE TIME AS UNPAID?**

Yes. Vermont law says you can use your accrued vacation time if you want to but the employer cannot force you to use paid time. You can choose to take the time unpaid.

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### **HOW MUCH TOTAL LEAVE TIME MAY I TAKE IN A CALENDAR YEAR?**

You can take a total of up to 12 weeks in a calendar year for family and/or parental leave. You do NOT get 12 weeks for each. In addition to this 12 weeks, you may take up to 4 hours a month (not to exceed 24 hours a year) of short-term family leave.

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### **WHAT IF I HAVE MORE QUESTIONS OR PROBLEMS GETTING MY LEAVE?**

If you want more information, ask your steward or contact the UE at 802-524-5005 with questions.

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*The information in this brochure came from "The Vermont Guide to Parental & Family Leave" published by the Governor's Commission on Women and from the "FMLA Handbook" by Robert Schwartz.*

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# YOUR RIGHTS UNDER VERMONT LEAVE LAWS

- Family Leave
- Parental Leave
- Short-Term Family Leave

Vermont has 3 leave laws which apply to workers at the Vermont Service Center. These laws protect employees who need to take time off work for specific reasons.

So long as you meet as the qualifications for each leave, your employer CANNOT DENY your request to take these leaves. The Employer also may NOT punish or discipline you for taking these leaves.

### **Who Can Take These Leaves?**

Under Vermont law, employees who have been at the Service Center for at least 12 months and who have worked an average of 30 hours (or more) per week are entitled to the various leaves. Remember it's your time at the Service Center that counts -- not your time with your particular employer.

## **FAMILY LEAVE**

You are allowed to take up to *12 weeks of family leave during any 12 month period*. You may take this leave:

- if you are seriously ill
- because of the serious illness of a child, stepchild, foster child, ward, parent, parent-in-law, spouse or civil union partner

### **WHAT DOES FAMILY LEAVE COVER?**

- Inpatient hospital care
- An accident, disease or physical or mental condition that poses imminent danger or requires continuing in home care under the direction of physician

Examples of illnesses which may be covered by Family Leave include cancer, asthma, diabetes, heart disease, migraines, etc.

### **DO I HAVE TO TELL MY EMPLOYER IN ADVANCE THAT I WANT TO TAKE FAMILY LEAVE?**

Yes. You should give reasonable advance written notice if possible. You may also have to provide a note from a health care provider. In case of an emergency, you should tell your employer as quickly as possible.

### **DO I CONTINUE TO GET BENEFITS WHILE ON LEAVE?**

Yes. During leaves, employees earn their vacation leave and whatever other benefits the employer provides -- including health insurance.

### **DO I HAVE TO USE MY LEAVE ALL AT ONCE OR CAN I TAKE A FEW DAYS AT A TIME?**

Vermont follows the Federal law on this. Under federal law, employees

can take leave on an intermittent basis if the serious health condition incapacitates you (or a dependent) on an occasional or sporadic basis.



## **PARENTAL LEAVE**

An employee can take up to 12 weeks of parental leave during any calendar year. Parental Leave can be used:

- during an employee's own pregnancy (a mother is not required to certify that is medically unable to work during pregnancy)
- to care for a newborn child up to 12 months old (both mother and father or civil union partner are eligible for this leave)
- to care for a newly adopted child under the age of 16 during the first year of the child's placement (both parents are eligible for this leave)