

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 122.02

Subject: Leave Replacement For Co I's And Co II's
Effective Date: April 16, 1999 **Review and Re-Issue Date:**
Supersedes: 7/22/96 **APA Rule Number:**

1. Authority:

1.1 28 VSA Section 101(5), Agreement between VSEA and State of Vermont Corrections Unit Article 35(3b).

2. Purpose:

2.1 To ensure that all COs will obtain reasonable periods of time for vacation; the distribution of leave is fair; there is an adequate method for replacing those COs who are on leave.

3. Applicability/Accessibility

3.1 All CO Is and- CO IIs in the facilities.

4. Directive

4.1 LEAVE REPLACEMENT FOR CO I's AND CO II's

4.1.1 Each correctional facility will establish a local procedure to handle leave approval. Each procedure is subject to approval by the Director of Security and Supervision and will contain the following:

4.1.1.1 Granting Leave

4.1.1.1.1 Each facility will have CO I positions allocated specifically for leave replacement.

4.1.1.1.2 All leave, with the exception of sick leave and emergency leave, must be pre-approved by the facility Superintendent or designee according to procedure.

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4.1.1.1.3 The year will be broken up into four quarters or three periods (see above), starting with January. Leave requests will be accepted during a one (1) month window prior to each quarter. Approval will then be determined according to seniority.

4.1.1.1.4 Once the window is closed, any open times of available leave can be approved on a first come first serve basis.

4.1.1.2 Amount of Leave

4.1.1.2.1 Leave requests will consist of three periods of time listed by priority. If the first time period is not available, the second period of time will be considered for approval, etc.

4.1.1.2.2 When the window is open, request approvals are normally limited to two consecutive week time frames. Special authorization for a period longer than two weeks must be approved by the Superintendent or designee and shall not be unreasonably denied.

4.1.1.3 Military Leave

4.1.1.3.1 All military leave requests shall be granted regardless of seniority.

4.1.1.3.2 Staff shall obtain and produce orders from their military commander as far in advance as possible to help leave planning.

4.1.1.4 Canceling Fixed Leave Time

4.1.1.4.1 Once a leave request has been approved, it becomes fixed leave time.

4.1.1.4.2 Cancellation of a leave request will be reviewed and approved or disapproved by the Superintendent or the designee for reasonable or unforeseen situations.

4.2 Deviations from the Leave Replacement Directive will be considered by the Director of Security and Supervision if the request for change is the result of a local Labor

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Management Committee and maintains the intended purpose of the Directive. This deviation must be approved, in writing by the Director of Security and Supervision.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants