Manual of Policy and Procedures

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PURPOSE

This policy states the conditions under which the Board of Trustees permits employees of the Vermont State Colleges to campaign for and serve in public offices.

STATEMENT OF POLICY

Employees of the Vermont State Colleges may campaign for and serve in public office under the provision of 21 V.S.A. 496 and with the following additional conditions:

1. An employee may be placed on an unpaid leave of absence while campaigning for elective local office or the General Assembly for the period beginning with the date of announcement of candidacy and terminating with the date of election. Whether such leave of absence is full or partial shall be determined by the amount of time and schedule required for campaigning. The scope of the leave of absence shall be determined by the college chief executive officer unless the employee requests a full, unpaid leave of absence for the above campaign period. Such leaves shall be granted unless hardship can be demonstrated as provided for by 21 V.S.A. 495(c).
2. An employee will be placed on a full unpaid leave of absence while campaigning for elective State or Federal offices for the period beginning with either the date of announcement of candidacy or at least two months before the election and terminating with the date of election.
3. An employee elected to a local office may be placed on an unpaid leave of absence appropriate to the amount of time required to meet the responsibilities of that public office. Such leave of absence shall be for the period for which the employee has been elected to and serves in that office. The scope of the leave of absence shall be determined by the college chief executive officer.
4. An employee elected to the General Assembly will be placed on an unpaid leave of absence for the period in which the General Assembly is in session. The scope of the leave shall be at least 50% of the assignment of the employee.

5. An employee elected or appointed to a State office, other than the General Assembly, which office involves full-time service or to a Federal office shall resign from the Vermont State Colleges no later than the first day of service in such office. Under special circumstances, such as a temporary and/or part-time appointment to State or Federal office, a full or partial unpaid leave of absence may be granted to an employee for not more than one year at the discretion of the President of the employing institution.
6. An employee is expected to notify the President of the employing institution of the employee's plans to seek or accept public office at the earliest possible date to provide the institution with a reasonable opportunity to make arrangements for the absence.

NOTE: The employing institution is encouraged to provide paid employment opportunities on unpaid leaves under this policy during the summer or other available periods to assist in offsetting income loss because of public office holding.

Signed by:	Sophie Zdatny, Chancellor

Date	Version	Revision	Approved By
12/12/80	1.0	Adopted	VSCS Board of Trustees
03/19/22	2.0	Updated to use gender-neutral language, correct statutory citation, and clarify text	VSCS Board of Trustees