



AT&T Vermont Earned Sick Time Guidelines

Effective Date: January 1, 2017

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1.0 Overview

Effective January 1, 2017, Vermont enacted the Earned Sick Time Act (referred to as “VEST”) that provides employees who work in Vermont up to 24 hours of job-protected paid time off for qualified absences from January 1, 2018 until December 31, 2018 and up to 40 hours annually after December 31, 2018.

2.0 Covered Employees

The law covers AT&T non-exempt and exempt management employees, non-management non-union employees, and employees covered under a collective bargaining agreement who work in Vermont in the following classifications:

- full-time
- part-time
- temporary or interns who work 21 weeks or more in a 12-month period
- occasional workers who performs an average of 18 hours per week in a calendar year

3.0 Vermont Earned Sick Time Provisions

3.1 Eligibility

Employees are eligible for coverage under Vermont Earned Sick Time (VEST) beginning January 1, 2017 or their hire date, if later, and qualify for up to up to 24 hours of job-protected paid time off for qualifying absences from January 1, 2018 until December 31, 2018 and up to 40 hours annually after December 31, 2018. Refer to qualified absences as defined under Section 3.4 Qualified Absences and Family Member Definitions.

3.2 Effective Date Employees are Eligible to Use VEST

Eligible employees are entitled to use their VEST on the 365th calendar day after January 1, 2017 or their hire date, if later.

Examples are illustrated below:

Hire Date	Date VEST Entitlement is Available to Use
On or prior to January 1, 2017	January 1, 2018
February 27, 2017	February 27, 2018
June 1, 2018	June 1, 2019

3.3 Absence Protection

Qualified VEST absences taken by an eligible employee are protected against any form of attendance and/or performance discipline. To the extent an employee’s absence time exceeds 24 hours (*January 1, 2018 until December 31, 2018*) or 40 hours annually (*after December 31, 2018*) of VEST time to which eligible employees are entitled, the Company’s normal attendance/performance standards apply.

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It is inconsistent with these guidelines and a violation of the Vermont Earned Sick Time and the Code of Business Conduct for any person to interfere with any attempt to exercise employees' rights under the law.

3.4 Qualified Absences and Family Member Definitions

Qualified absences include:

- Care of illness or injury; to accommodate professional diagnosis, preventive, routine or therapeutic health care.
- Care for a family member with an illness or injury; assist a family member with obtaining professional diagnosis, preventive, routine or therapeutic health care.
- To accompany a parent, grandparent, spouse or parent-in-law to an appointment related to his or her long-term care.
- To seek social or legal services or obtain medical care or counseling for the employee or the employee's family members, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as a result of domestic violence, sexual assault, or stalking.
- Care for a family member whose school or place of business has been closed for public health or safety reasons.

Family members are defined as an employee's:

- Spouse
- Legally recognized partner is covered per the [State and Municipal Leaves Legally Recognized Partner Policy](#).
- Child or foster child.
- Parent or parent-in-law.
- Brother
- Sister
- Grandparent
- Grandchild

3.5 Increments of Use

VEST taken will follow the employees' regular illness or other paid time off time reporting increments as their time reporting system allows.

3.6 Entitlement and Payment of VEST

3.6.1 Employee Illness and Injury

Eligible employees are entitled to utilize company-provided illness pay for personal illness/injury as normally allowed under company policy or applicable collective bargaining agreement.

Eligible non-management employees who are subject to waiting days before receiving contractual illness pay are entitled to access other available paid time off such as vacation, Excused with Pay, or other paid time off in order to receive pay for the absence. Paid time off, if available, must be provided regardless of scheduling limitations that may be imposed per the applicable labor agreement.

3.6.2 Family Care Illness and Injury and All Other Qualified VEST Absence

Eligible management employees are entitled to utilize Management Paid Time Off (PTO) for all other VEST non-employee illness/injury related absences.

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Eligible non-management employees are entitled to access other paid time off such as vacation and Excused with Pay in order to receive pay for the absence. Paid time off, if available, must be provided regardless of scheduling limitations that may be imposed per the applicable labor agreement.

3.6.3 Payment of Vermont PSL

Payment of VEST is paid according to regular illness pay or other paid time off occurrences that the employee would normally receive.

3.6.4 Tracking VEST

Supervising managers* or their delegates that manage attendance (i.e. attendance manager, Group Time Reporter, etc.) should track use of VEST to ensure eligible employees receive up to 24 hours (*January 1, 2018 until December 31, 2018*) or 40 hours annually (*after December 31, 2018*) of job-protected absences under the law and retain those records consistent with Section 7.0 of these guidelines.

A Vermont Paid Sick Time Tracking Form is available for supervisors'/delegates' use. Organizations are required to utilize this tracking form to document VEST covered absences.



VEST_Tracking_
Form.xlsx

*Note: The Mobility Centralized Attendance Group (CAG) will provide this tracking function for Mobility Retail Sales Managers.

4.0 Time Reporting

4.1 Employee's Own Illness or Injury

eLink time reporters should time code full or partial day absences using regular eLink illness time codes, for example, Illness-Full Day (ILLF) or Illness-Partial Day (ILLP) along with absence reason code I00056 – State/Municipal Paid Sick Leave. Applying the I00056 absence reason code with the illness time code identifies the absence as a “protected” absence.

MyTime time reporters should time code full or partial day absences using specifically identified time codes for employee illness/injury absence designed for protected state/municipal leave absences.

4.2 Family Care Illness and Injury and All Other Qualified VEST Absences

All eligible employees should report these absences using other paid time off time codes as applicable, provided the employee has time available.

5.0 Interaction with Other State and Federal Protected Absences

VEST qualifying absences, whether completely or partially protected, may run concurrently with other time protected by State or Federal law such as Family Medical Leave Act (FMLA), Vermont

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Family Care Act and other similar state laws. Existing processes for protecting absences under FMLA and Workers' Compensation should be followed regardless of whether an absence is VEST protected or not.

6.0 Employee's Notification Responsibility and Required Documentation

Employees who incur a qualifying absence must provide notice to their supervisor as soon as practical and must generally comply with the employee's normal notification policies and/or call-in procedures.

****Mobility Retail Sales Consultants and Sales Support Representatives must first use myWorklife <https://www.e-access.att.com/myworklife/sales> to report the initial absence, and then notify the Centralized Attendance Group (CAG) of their need to use VEST by emailing the [CAG Northeast Region](#). The following information is required to process the request:***

- ***ATTUID***
- ***The date(s) and hours requested (partial and full days of absence)***
- ***Reason for absence: Illness, self health care related appointment, family illness/care, or identify other VEST qualifying reason***

7.0 Record Retention

Records of VEST use and any other supporting documentation are subject to the company's standard retention period for attendance records of 6 years.

8.0 Additional Resources

Contact OneStop at 888.722.1787 (888-722-1STP) and speak "Leaves of Absence" or use [Click to Chat](#) from the Leave of Absence website for further assistance. OneStop Customer Care Center hours are Monday – Friday, 8:00 am – 6:00 PM CT.

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