
**AGREEMENT ON USE OF EMERGENCY SICK LEAVE
UPON INITIAL EMPLOYMENT**

Employee

I understand that I may receive emergency sick leave under the "Emergency Sick Leave Upon Initial Employment" provision in the Legislative Plan for Employee Benefits and Policies and that the sick leave that I receive will result in a negative sick leave balance. If I receive emergency sick leave, I agree:

- My negative sick leave balance will be reduced proportionately as I accumulate sick leave;
- If I need to use additional sick leave before the emergency sick leave balance has been restored to a positive balance to cover the time off, the time will be charged against my vacation balance or that the Legislative Coordinating Commission (LCC) may grant leave without pay; and
- If I have a negative sick leave balance upon termination of my employment, the negative balance will be eliminated by charging the time first to any accrued vacation balance and sick leave, and to the extent necessary, to reduced pay.
- If I separate my employment without a break in service to work for another state agency that does not take my SL bank balance hours, then LCC may deduct the bank hours at the time of my separation.
- If I have a sick leave balance that was transferred from prior employment within state service without a break in service as provided by in the Legislative Plan for Employee Benefits and Policies, then any newly given emergency sick leave given by the LCC will be offset by the transferred sick leave balance. Fiscal Services Office will state balance of emergency sick leave hours given on this form.

I have read the provision on "Emergency Sick Leave Upon Initial Employment" and have had an opportunity to ask about the provision and its operation. I understand the provision and authorize the LCC to recover the emergency sick leave as set forth in this agreement.

Print Employee's Name: <i>Jessica Klein</i>	Employee's Signature: <i>Jessica Klein</i>
Print Joint Agency/Commission: <i>Legislative Reference Library</i>	Date: <i>7/16/2024</i>

OR

I understand the policy and terms of the agreement but decline.

Print Employee's Name:	Employee's Signature:
Print Joint Agency/Commission:	Date:

For Fiscal Services Office Use Only

Emergency Sick Leave Hours Issued:	Date Issued:	FSO's Signature:
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**Legislative
Coordinating Commission**

600 State Office Building
St. Paul, MN 55155
Phone: (651) 296-0099
www.lcc.leg.mn

**AGREEMENT ON USE OF ISSUANCE OF
VACATION LEAVE BANK UPON INITIAL EMPLOYMENT**

Employee

I understand that I may receive a vacation leave bank under the "Vacation Leave Bank Upon Initial Employment" provision in the Legislative Plan for Employee Benefits and Policies and that the vacation leave that I receive will result in a negative vacation leave balance. If I receive a vacation leave bank balance, I agree:

- My negative vacation leave balance will be reduced proportionately as I accumulate vacation leave:
- If I need to use additional vacation leave before the vacation leave bank balance has been restored to a positive balance to cover the time off, that the Legislative Coordinating Commission (LCC) may grant leave without pay upon approval of the appointing authority; and
- If I have a negative vacation leave balance upon termination of my employment, the negative balance must be canceled by deducting the amount of the negative hours from any pay due to me as to the extent necessary.
- If I separate my employment without a break in service to work for another state agency that does not take my VL bank balance hours, then LCC may deduct the bank hours at the time of my separation.
- If I have a negative vacation leave balance that was transferred from prior employment within state service without a break in service as provided by in the Legislative Plan for Employee Benefits and Policies, then any newly given vacation leave bank hours given by the LCC will be offset by the transfers of the vacation leave balance. Fiscal Services Office will state the balance of vacation leave bank hours given on this form.

I have read the provision on "Vacation Leave Bank Upon Initial Employment" and have had an opportunity to ask about the provision and its operation. I understand the provision and authorize the LCC to recover the negative vacation leave as set forth in this agreement.

Print Employee's Name:

Jessica Klein

Employee's Signature:

Jessica Klein

Print Joint Agency/Commission:

Legislative Reference Library

Date:

7/16/2024

OR

I understand the policy and terms of the agreement but decline.

Print Employee's Name:

Employee's Signature:

Print Joint Agency/Commission:

Date:

For Fiscal Services Office Use Only

Vacation Leave Bank Hours
Issued:

Date Issued:

FSO's Signature: