

# Your CTO requests “will not be unreasonably denied”

**Combined Time Off (CTO)** is a right established by Section 601 of our union contract:

The agency shall not require employees to use their CTO except as indicated in Section 602 [Agency Holidays]. ... Employees who request the use of CTO in writing [including via e3] shall receive a response from their supervisor no later than seven days from the supervisor’s receipt of the written request and will not be unreasonably denied, provided the employee has a sufficient CTO balance .... Where there is no prior approval for absences such as those described below, employees ... are required to notify the appropriate supervisor as soon as possible:

1. the employee’s personal illness or injury;
2. absence due to serious illness of the employee’s spouse, child or relatives;  
or
3. medical and dental appointments where advanced scheduling is not possible.

[An employee] may be required to provide a physician’s certificate in order to be allowed to take unscheduled CTO for absence beyond three days, and upon return to work following an absence of three days.

**These rights only matter if you use them.** If you have questions or suspect your CTO rights have been violated, please contact a union rep without delay!

Text or voicemail  
**(802) 391-0123**

Email  
**howard.union@gmail.com**



**AFSCME Local #1674**  
**Howard Center**