

Application for Voluntary Reduction in Work Schedule (VRWS)

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Name _____ Department _____

Title _____

Percentage reduction in work schedule/salary: _____ %

Amount of VR time earned in exchange for reduced salary: _____ Days

Check type of Proposed Schedule of VR time use below. (Specify schedule on Page 2.)

_____ Shorter workday/Normal workweek.

_____ Shorter workweek/Normal workday.

_____ Block(s) of time off.

_____ Intermittent time off. (Specify pattern, if any.) _____

_____ Combination of above.

Duration of agreement (maximum of 26 pay periods, expiring no later than the last day of last payroll period in fiscal year. Earned VR Time may be carried past the end of the fiscal year but must be liquidated by the September 30th following the end of the fiscal year in which the individual VRWS agreement expires):

Beginning date: _____ (as early as April 5, 2018)

Ending date: _____ (no later than April 3, 2019)

1. I request that my schedule and salary be reduced as outlined above.

Employee's signature

Date

2. Supervisor's Recommendation: ☐ Approval* ☐ Disapproval

Supervisor's Signature:

Date

3. Human Resources Review:

Signature

Date

1. Vice Presidential Decision: ☐ Approved ☐ Denied

Vice President's Signature

Date

***Must be accompanied by a plan in which office coverage and work completion are specified.**

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Schedule for Use of VR Time

Name: _____

Department: _____

Payroll Period			Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
No.	Dates Covered															
1	4/5/2018	4/18/2018														
2	4/19/2018	5/2/2018														
3	5/3/2018	5/16/2018														
4	5/17/2018	5/30/2018														
5	5/31/2018	6/13/2018														
6	6/14/2018	6/27/2018														
7	6/28/2018	7/11/2018														
8	7/12/2018	7/25/2018														
9	7/26/2018	8/8/2018														
10	8/9/2018	8/22/2018														
11	8/23/2018	9/5/2018														
12	9/6/2018	9/19/2018														
13	9/20/2018	10/3/2018														
14	10/4/2018	10/17/2018														
15	10/18/2018	10/31/2018														
16	11/1/2018	11/14/2018														
17	11/15/2018	11/28/2018														
18	11/29/2018	12/12/2018														
19	12/13/2018	12/26/2018														
20	12/27/2018	1/9/2019														
21	1/10/2019	1/23/2019														
22	1/24/2019	2/6/2019														
23	2/7/2019	2/20/2019														
24	2/21/2019	3/6/2019														
25	3/7/2019	3/20/2019														
26	3/21/2019	4/3/2019														

Instructions

1. In Payroll Period column, indicate beginning and ending dates of each pay period covered by the agreement.
2. For each pay period, indicate all days/time worked (include number of hours worked) and days/time not worked, that is, indicate all pass days and all VR time off. If you plan to use other accruals in conjunction with VR schedule, these days/time should also be included in the schedule. Use the codes listed below to indicate category of days/time.
3. Where the schedule repeats each pay period, fill out the schedule (include number of hours worked/not worked) and days off for the first pay period only and indicate "same" for subsequent pay periods.
4. For partial day absences, indicate number of hours worked/off and code for category of leave (for example, 5.5-W; 2-VR).

Work/Leave Category Codes

VR – VR Leave
W – Day Worked

AL – Annual Leave
X – Pass Days