

Voluntary Work Schedule Adjustment Program

This is a mutually agreed upon arrangement that allows an employee to voluntarily take unpaid time off for a portion of the pay period (Plan A) or year (Plan C). Benefits are maintained during the reduced schedule. BLT hours must be exhausted prior to use of unpaid Plan A or Plan C hours.

Eligibility

Banked leave time hours must be exhausted before Plan A or C hours may be used.

Full-time employees who have satisfactorily completed the first 720 hours of their initial probationary period are eligible to participate in the Voluntary Work Schedule Adjustment Program Plan A with supervisory approval. Full and part time employees who have satisfactorily completed their initial probationary period may participate in Plan C with supervisory approval. Permanent Intermittent employees are not considered full time for purposes of this agreement. Employees will not incur a break in service by voluntarily participating in this program.

Non-exclusively represented employees, SEIU 517M S&E, HSS, and Technical Bargaining Units, UAW and MSEA represented employees are eligible to participate.

Hours taken under any of the following plans may count against an employee's leave entitlement under the Family and Medical Leave Act, if taken for a qualifying purpose.

Participation may impact deductions for Deferred Compensations Plans, 457 or 401K.

Plan A Reduction of Hours

Plan A allows employees to take hours off work unpaid. Retirement service credits, longevity compensation, step increases, employment preference, holiday pay, annual and sick leave accruals will continue as if the employee had worked and received pay for the Plan A hours. Premiums, coverage and benefit levels for insurance programs (including LTD) in which the employee is enrolled will not be changed as a result of participation in Plan A.

Use of Plan A time does not increase annual leave caps. Employees are responsible for monitoring their leave balances.

Plan A Single Pay Period

Employees may request up to 40 hours of Plan A time in lieu of annual leave use. Use must be in a single pay period, and may only be approved once during a fiscal year.

Plan A Multiple Pay Period

Employees may reduce the number of hours worked, by one to sixteen hours per pay period. Requests may be for any number of pay periods, however a new form is required for any change in the number of hours requested per pay period. The schedule may be constant or may vary from pay period to pay period. If the employee and supervisor agree to a varied schedule the employee need not complete the schedule portion of the form.

Plan C Unpaid Leave of Absence

Leaves will be for a minimum of 80 hours and may be extended at the request of the employee with approval by the employer (appointing authority). No leave shall extend beyond 3 months. An employee's share of insurance premiums must be pre-paid prior to entry on leave. Accumulated annual and sick leave balances will be frozen for the duration of the leave.

Complete in triplicate: One copy to be retained by employee, one by the supervisor and one forwarded to Human Resources.