

**Voluntary Time Reduction Program**

HOURLY/SUPPORT STAFF

**Process Overview**

**Time Reduction Proposal**

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| --- | --- |
| Information Needed | Provide Information Below |
| Full Name |  |
| HUID (Replace 1234 with the last 4 digits of your HUID) | xxxx1234 |
| Current FTE and regular hours per week |  |
| Proposed FTE and regular hours per week |  |
| Proposed start date |  |
| Proposed end date (optional) |  |
| Proposed schedule (See *Notes*) | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | | On or off? |  |  |  |  |  |  |  | | Hours |  |  |  |  |  |  |  | | Remote or on-campus? |  |  |  |  |  |  |  | |
| Any significant paid time off planned? (Please provide dates.) |  |
| Impact of FTE reduction on operations? |  |
| # of vacation hours to be cashed out or banked (See *Notes, and please indicate whether you wish to cash out or bank this time.*) |  |

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| **Approved by:** | *Manager puts name here…* | *Manager puts date here* |
| *Any additional handling instructions or comments from manager for HR here (e.g., needed changes in salary costing, or in position):* | | |

***Notes***

**On or off:** Days on or off each week should be predictable, and not vary from week to week. For example, someone moving from 1.0 to .60 FTE could go from working five 8-hour days per week to working three 8-hour days per week. Or, the employee may propose working four 6-hour days per week. Please indicate which days each week you would propose working, and how many hours each day.

**Hours:** For hours, please indicate number of hours each day (for example, 6, 7 or 8) on the days you will be working. This information will be used to set your new standard schedule in PeopleSoft. You will not be expected to report use of Paid Time Off (PTO) on days you are not scheduled to work.

**Remote or on-campus:** Indicate whether you will work remotely or on-campus for each of your scheduled workdays

**Impact on operations:** Describe the impact on operations and co-workers of the proposed FTE reduction. Examples include: less work assigned or produced, fewer hours of coverage, or some tasks or responsibilities that will need reassignment to others.

**Vacation cash out or banking:** Generally, if you reduce your FTE, your maximum vacation bank will be reduced accordingly, which may mean you will be over your new maximum. If this is the case, you may request a “cash out” or “banking” (until 6/30/21) of enough days to get below your new maximum plus 3 months’ accruals at your new FTE. After that, you will need to manage your time and vacation balances to avoid forfeiting accruals because you are at your new maximum.

Example: Jane is a 35 hour per week employee who normally accrues 15 vacation days annually, and has a maximum vacation bank of 30 days. She reduces her FTE from 1.0 to .80. She has 180.55 vacation hours when she makes the change. How much vacation time (in hours) may she cash out or bank?

Answer: Jane’s *new* maximum vacation bank (at .80 FTE) is 168.00 hours. She has 180.55 hours accrued, so this means she has an excess balance of 12.55 hours at her new FTE. In the first three months working at .80 FTE, she will accrue another 21 hours. Therefore, she is allowed to cash out or bank 33.55 hours (12.55 + 21).

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| *Maximum Vacation Accruals (Bank) in Hours* | 35 hour week | |  | 40 hour week | |
|  | 40 day max | 30 day max |  | 40 day max | 30 day max |
| Full Time (1.0 FTE) | 280.00 | 210.00 |  | 320.00 | 240.00 |
| .90 FTE | 252.00 | 189.00 |  | 288.00 | 216.00 |
| .80 FTE | 224.00 | 168.00 |  | 256.00 | 192.00 |
| .70 FTE | 196.00 | 147.00 |  | 224.00 | 168.00 |
| .60 FTE | 168.00 | 126.00 |  | 192.00 | 144.00 |
| .50 FTE | 140.00 | 105.00 |  | 160.00 | 120.00 |

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| *3 months' accrual in hours* | 35 hour week | |  | 40 hour week | |
|  | 20 days/year | 15 days/year |  | 20 days/year | 15 days/year |
| Full Time (1.0 FTE) | 35.00 | 26.25 |  | 40.00 | 30.00 |
| .90 FTE | 31.50 | 23.63 |  | 36.00 | 27.00 |
| .80 FTE | 28.00 | 21.00 |  | 32.00 | 24.00 |
| .70 FTE | 24.50 | 18.38 |  | 28.00 | 21.00 |
| .60 FTE | 21.00 | 15.75 |  | 24.00 | 18.00 |
| .50 FTE | 17.50 | 13.13 |  | 20.00 | 15.00 |