Voluntary Reduction In Work Schedule - Application
State University Professional Services Negotiating Unit

Name	Title
Campus	Agency Code
Division/Department	
Office/Unit	Salary _____
Percent of professional obligation* reduction requested: _____ %	Number of pay periods of participation: _____ pay periods
VR credits to be earned during agreement period:_____ days	VR credits to be earned per _____ week _____ pay period
Agreement Beginning: first day of pay period no._____ date _____	Agreement Ending: last day of pay period no. _____ date _____
Describe the professional obligation reduction.	

Check type of Proposed Schedule of VR Leave use below. Specify schedule on Voluntary Reduction in Work Schedule (VRWS) Schedule for Use of VR Time form (attached).

Shorter workday/Normal workweek ☐

Shorter workweek/Normal workday ☐

Block(s) of VR leave ☐

Intermittent VR leave
(Specify pattern, if any)_____ ☐

Combination of above ☐

Employee _____ Date _____
                          (Signature)

*According to SUNY Policies of the Board of Trustees, Article XI Appointment of Employees, Title H. Appointment Year, §2, *Professional Obligation*. The professional obligation of an employee consistent with the employee's academic rank or professional title, shall include teaching, research, University service and other duties and responsibilities required of the employee during the term of the employee's professio0jnal obligation.

I agree to the proposed temporary adjustment in professional obligation and understand that this employee will work a prorated share of his or her normal schedule over the duration of the agreement period.

☐ APPROVED
☐ DISAPPROVED (attach written justification and transmit to Personnel Officer)

Supervisor _____ Date _____
                                (Signature)

☐ APPROVED
☐ DISAPPROVED (attach written justification and transmit to Personnel Officer)

Dean/Vice President _____ Date _____
                                    (Signature)

☐ APPROVED
☐ DISAPPROVED

Effective Date: _____

Human Resources/
Personnel Officer _____ Date _____
                                 (Signature)

Employee's Line No. _____

Voluntary Reduction in Work Schedule - Schedule for Use of VR Credit
State University Professional Services Negotiating Unit

Name_____ Campus Code _____

Instructions

1. Solely as a matter of computational convenience, for purposes of creating a schedule for accruing and using leave hereunder, a "day" is defined as eight hours. This definition is not intended to have any wider application and does not otherwise reflect any agreement or acknowledgment as to the length of a workday.
2. In the Payroll Period/Dates column, indicate beginning and ending dates of each pay period covered by the Voluntary Reduction in Work Schedule (VRWS) agreement.
3. For each pay period, indicate all days/time worked (include number of hours worked) and days/time not worked in the Days/Time Worked columns, that is, indicate all pass days and all VR leave. If using other accruals in conjunction with the VR schedule, these days/time should also be included in the schedule. Use the codes listed below to indicate category of days/time.
4. 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.
5. For partial day absences, indicate number of hours worked/off and code for category of leave (example, 6.0-W; 2-VR).

Work/Leave Category Codes: VR - VR Leave, **AL** - Annual Leave, **W** - Day Worked, **X** - Pass Days

Payroll Period / Dates	Days/Time Worked													
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
1														
2														
3														
4														
5														
6														
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