SUNY Brockport Office of Human Resources and Payroll
APPLICATON FOR VOLUNTARY REDUCTION IN WORK SCHEDULE (VRWS) **Part I – Proposed Voluntary Reduction in Work Schedule**

Name:	Title	Department

Percentage reduction in work schedule/salary:	Amount of VR time earned in exchange for reduced salary*:
%	(in Days)

* See Appendix A (VRWS – VR Time Earned in Days)

Select type of proposed schedule of VR time use below (Specify schedule in grid provided in Part II):

Shorter workday/Normal workweek ☐
Shorter workweek/Normal workday ☐
Block(s) of VR leave ☐
Intermittent VR leave ☐
(Specify pattern, if any)_____
Combination of above ☐

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

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

Employee Signature Date

APPROVALS:

Supervisor Recommendation:
☐ Approved ☐ Disapproved

Supervisor Signature Date

Dean/Director Recommendation
☐ Approved ☐ Disapproved

Dean/Director Signature Date

Vice President/Provost Recommendation
☐ Approved ☐ Disapproved

Vice President/Provost Signature Date

Classified Instructions for VRWS Schedule in Part II:

Name_____ Campus Code: 28150

1. In Payroll Period (PR) 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/this 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

Part II – Classified- Schedule of Use of VR Time

Work/Leave Category Codes - VR - VR Leave AL - Annual Leave W- DayWorked X - Pass Days

Name: Agency Code:

Payroll Period:

No.:	Dates Covered:	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
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UUP & M/C Professional Instructions for VRWS Schedule in Part II:

UUP & M/C Professional VR - Schedule for Use of VR Credit

Name_____ Campus Code: 28150

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).

Part II – UUP & M/C Professional- Schedule of Use of VR Time

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

Name: Agency Code:

Payroll Period:

No.:	Dates Covered:	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
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