

**MEMORANDUM**



**DATE:** May 11, 2009

**TO:** Main Campus Staff Employees

**FROM:** Human Resources

**RE:** Summer Leave/Voluntary Reduction in Work Hours

Office of Human Resources  
Mail Stop #205  
Toledo, OH 43606-3390  
419.530.4747 Phone  
419.530.1490 Fax (HR)  
[www.utoledo.edu/hr](http://www.utoledo.edu/hr)

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Once again, the University is offering UT Main Campus staff members the opportunity to take an unpaid personal leave of absence or a voluntary reduction in work hours in departments which have lower workloads during the summer break from May 18, 2009 through August 21, 2009. In those departments with reduced summer operations, this option provides employees with an opportunity to spend extra time with their families, while achieving labor cost savings for the University.

Not all departments experience lower workloads in the summer. In fact, many departments maintain full operations during the summer. **The decision regarding the availability of a reduced summer work schedule in a given department rests with the management of that department.**

University medical and educational benefits in which employees are enrolled will not be affected by a leave of absence or reduced hours. Sick and vacation accrual will stop during a leave of absence and will be prorated during reduced hours. Employees working reduced hours can, with supervisor approval, use vacation time to receive full pay, as well as full sick and vacation accrual. Regarding OPERS, employees must receive at least \$250 in wages per month to qualify for monthly retirement service credit.

Classified bargaining unit employees electing a leave of absence or voluntary reduction in work hours will have seniority rights adjusted as per their labor agreement. Classified bargaining unit exempt employees will receive no retention points during a leave of absence and will receive ½ retention credit while working reduced hours.

Reduced work schedules must be consistently applied during the summer break and are limited to the following options:

- 32 hrs/week = 4/5 time
- 24 hrs/week = 3/5 time
- 20 hrs/week = 1/2 time
- 16 hrs/week = 2/5 time
- 8 hrs/week = 1/5 time

A Staff Personnel Action (SPA) form needs to be processed whether an employee elects a summer leave or a voluntary reduction in work hours. A memorandum stating that the leave of absence or reduced hours is voluntary must be signed by the employee and attached to the SPA. This memo is available on the HR web site at: <http://www.utoledo.edu/depts/hr/forms/employment.html>. **Please indicate the start and end dates for the leave of absence or voluntary reduction in work hours, as well as the start date to move the employee back to their regular schedule on the SPA.**

Any questions about reduced summer operations should be directed to your supervisor or to Human Resources.

**Note to Supervisor:**  
**Please post this notice for employees in your area who may not have access to Outlook.**



**DATE:** May 11, 2009

**TO:** [Supervisor Name] \_\_\_\_\_

**FROM:** [Employee Name] \_\_\_\_\_

**RE:** Summer Leave/Voluntary Reduction in Work Hours – Main Campus

This form is to be used by UT Main Campus staff members to request a voluntary unpaid personal leave of absence or a voluntary reduction in work hours in those departments which have been designated by management as observing reduced workloads during the summer break beginning May 18, 2009 through August 21, 2009. **Please consult with your department manager to determine whether or not the Summer Leave/Voluntary Reduction in Work Hours Program applies to you.**

University medical and educational benefits in which employees are enrolled will not be affected by a leave of absence or reduced hours. Sick and vacation accrual will stop during a leave of absence and will be prorated during reduced hours. Employees working reduced hours can, with supervisor approval, use vacation time to receive full pay, as well as full sick and vacation accrual. Regarding OPERS, employees must receive at least \$250 in wages per month to qualify for monthly retirement service credit.

Classified bargaining unit employees electing a leave of absence or voluntary reduction in work hours will have seniority rights adjusted as per their labor agreement. Classified bargaining unit exempt employees will receive no retention points during a leave of absence and will receive 1/2 retention credit while working reduced hours.

**To the Employee:** I understand that my request to participate in the Summer Leave/Reduction in Work Hours is voluntary and that my pay and benefits will be affected as stated above.

**Choose One:**

Unpaid Personal Leave of Absence From: \_\_\_\_\_ To: \_\_\_\_\_  
Date Date

Reduced Schedule (please circle choice):

- 32 hrs./week = 4/5 time
- 24 hrs./week = 3/5 time
- 20 hrs./week = 1/2 time
- 16 hrs./week = 2/5 time
- 8 hrs./week = 1/5 time

From: \_\_\_\_\_ To: \_\_\_\_\_  
Date Date

Please Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**To the Supervisor:** If you approve this request, please sign below and attach this memo to a Staff Personnel Action (SPA) form. **Please indicate the start and end dates for the leave of absence or voluntary reduction in work hours, as well as the start date to move the employee back to their regular schedule on the SPA.** If you need help completing the SPA form, contact the business manager in your area.

Please Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_