



Interdepartmental Communication

To: Health Science Campus Academic Employees

From: Human Resources

Date: May 11, 2009

Re: Summer Leave/Voluntary Reduction in Work Hours

UT/HSC is again this year offering academic and college departmental staff an opportunity to voluntarily reduce the number of hours they work during the summer. This program allows individuals to take additional unpaid time off during the summer, and assists UT/HSC in decreasing staff hours paid in departments where workloads are reduced in the summer.

Employees interested in participating must request approval from their department supervisor. Requests for summer leave or a voluntary reduction in work hours must be approved by both the department supervisor and the department director or chairperson. Departments are not required to participate, but each is encouraged, where plausible, to discuss alternative and flexible work arrangements with employees interested in reducing their hours 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.**

Departments are not to utilize overtime to compensate for summer reduced hours. Insurance benefits will remain in force along with educational benefits, with UT/HSC and employees each contributing their regular portions, unless hours are reduced to zero, in which case the employee must pay the entire healthcare premium. Sick leave and vacation will accrue pro-rated to hours worked. Regarding OPERS, employees must receive at least \$250 in wages per month to qualify for monthly retirement service credit.

All summer leave or voluntary reduction in work hours must start at the beginning of the pay period and conclude at the end of a pay period. See attached payroll schedule for pay period dates.

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

32 hours/week = 4/5 time

24 hours/week = 3/5 time

20 hours/week = 1/2 time

16 hours/week = 2/5 time

8 hours/week = 1/5 time

Included is the "REQUEST FOR SUMMER LEAVE/VOLUNTARY REDUCTION IN WORK HOURS" form which initiates the process. Please make copies of this as necessary. **All completed forms should be turned into Human Resources, Mail Stop 205, ATTENTION: ELIDA POTTS.**

HSC REQUEST FOR SUMMER LEAVE/VOLUNTARY REDUCTION IN WORK HOURS

The UT/HSC is offering all Academic and College department staff the opportunity to take a voluntary summer leave or voluntary reduction in work hours in departments where reduced summer workloads permit limited staff reductions. We are providing this voluntary opportunity for the period beginning May 18, 2009 through August 21, 2009. Summer leave or voluntary reduction in hours must be approved by both the supervisor and department director or chairperson.

Today's Date: _____

Employee Name: _____ Title: _____
(PLEASE PRINT)

Department: _____

All leaves or reduction in hours must start at the beginning of a pay period and conclude at the end of a pay period.

I hereby request a summer leave / voluntary reduction in hours for the following period of time:

Date effective: _____ Return to original: _____
(pay period beginning) (pay period ending)

Present work hours per pay period: _____ Requested work hours per pay period: _____

I understand that my department director or chairperson and I reserve the right to return me to my original work hours with a two (2) week minimum notice. I further understand that my present health insurance and educational benefits will remain in force, at the established contribution level for my status, and that the accrual of sick leave and vacation hours will be pro-rated to my hours worked. In the situation of a leave, I agree to pay my health insurance portion to UT/Human Resources prior to the beginning of each month.

Employee Signature

Date

APPROVED BY:

Department Supervisor

Date

Department Director or Chairperson

Date

HR Representative

Date

Original – HR

Copy – Payroll

Copy - Department

UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

DEPARTMENT OF HUMAN RESOURCES

2009 PAYDAY SCHEDULE

PAY PERIOD	PAYDAY	PAY PERIOD	PAYDAY
12/07/08 - 12/20/08	01/02/09	06/21/09 - 07/04/09	07/17/09
12/21/08 - 01/03/09	01/16/09	07/05/09 - 07/18/09	07/31/09
01/04/09 - 01/17/09	01/30/09	07/19/09 - 08/01/09	08/14/09
01/18/09 - 01/31/09	02/13/09	08/02/09 - 08/15/09	08/28/09
02/01/09 - 02/14/09	02/27/09	08/16/09 - 08/29/09	09/11/09
02/15/09 - 02/28/09	03/13/09	08/30/09 - 09/12/09	09/25/09
03/01/09 - 03/14/09	03/27/09	09/13/09 - 09/26/09	10/09/09
03/15/09 - 03/28/09	04/10/09	09/27/09 - 10/10/09	10/23/09
03/29/09 - 04/11/09	04/24/09	10/11/09 - 10/24/09	11/06/09
04/12/09 - 04/25/09	05/08/09	10/25/09 - 11/07/09	11/20/09
04/26/09 - 05/09/09	05/22/09	11/08/09 - 11/21/09	12/04/09
05/10/09 - 05/23/09	06/05/09	11/22/09 - 12/05/09	12/18/09
05/24/09 - 06/06/09	06/19/09	12/06/09 - 12/19/09	12/31/09
06/07/09 - 06/20/09	07/02/09	12/20/09 - 01/02/10	01/15/10