To: University of Toledo Academic and Administrative Employees
From: Human Resources & Talent Development
Date: April 25, 2016
Re: Summer Leave/Voluntary Reduction in Work Hours

The University of Toledo is offering academic (including college departmental), administrative (non-hospital), and staff employees 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 in decreasing staff hours paid in departments where workloads are reduced in the summer.

Employees interested in participating in the program must request approval from their department supervisor. Requests for summer leave or a voluntary reduction in work hours must be approved by the department supervisor, department director or chairperson, and Vice President. Departments are not required to participate, but are encouraged, where plausible, to explore 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 is at the sole discretion of the department management.

Departments are not to utilize overtime to compensate for summer reduced hours. Healthcare and insurance benefits will remain in force along with UT educational benefits provided the participating employee continues to pay the employee portion of their premiums, unless hours are reduced to zero, in which case the employee must pay the entire premium. Sick leave and vacation will accrue pro-rated to hours worked. Vacation time may NOT be used to compensate employees for reduced hours as this program is allowing for unpaid hours. Regarding OPERS, as of the printing of this communication, employees must receive at least $600 in earnings per month to qualify for monthly retirement service credit. Minimum earnings for service credit are determined by OPERS and subject to any changes instituted by OPERS without additional notice regarding this program.

Classified bargaining unit employees electing a leave of absence or voluntary reduction in work hours will have seniority rights adjusted pursuant to their collective bargaining 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.

Unclassified exempt employees may only utilize unpaid time in full day (8 hour) increments.
All summer leave or voluntary reduction in work hours must start at the beginning of a pay period and conclude at the end of a pay period. See payroll schedules on page 4 of this memo for pay period dates.

Reduced work schedules must consistently be applied during the summer break.

Included is the “REQUEST FOR SUMMER LEAVE/VOLUNTARY REDUCTION IN WORK HOURS” form that initiates the process. Please make copies of this as necessary. All completed forms should be turned into Human Resources and Talent Development, Mail Stop 405, Attention: Angela Salyer.

For questions concerning this program, please contact Angela Salyer at (419) 530-1465 or via email at Angela.Salyer@UToledo.Edu.
REQUEST FOR SUMMER LEAVE/VOLUNTARY REDUCTION IN WORK HOURS

The University of Toledo is offering all academic (including college departmental), administrative (non-hospital) and staff personnel the opportunity to take a voluntary summer leave or voluntary reduction in work hours in departments where reduced summer workloads permit limited staff reductions. Summer leave or voluntary reduction in hours must be approved by the supervisor, department director or chairperson, and Vice President.

<table>
<thead>
<tr>
<th>EMPLOYEE INFORMATION</th>
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<tbody>
<tr>
<td>Today’s Date:</td>
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<tr>
<td>Employee Name:</td>
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<tr>
<td>Job Title:</td>
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All leaves or reduction in hours must start at the beginning of a pay period and conclude at the end of a pay period. Please find the beginning and ending program dates listed below:

<table>
<thead>
<tr>
<th>Main Campus PSA</th>
<th>Health Science Campus</th>
<th>Main Campus CWA &amp; Hourly Classified Exempt</th>
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<tbody>
<tr>
<td>End: August 19, 2016</td>
<td>End: August 20, 2016</td>
<td>End: August 12, 2016</td>
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I hereby request a summer leave / voluntary reduction in hours for the following period of time:

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

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

I understand that my department director or chairperson, and Vice President 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 premium to UT/Human Resources & Talent Development prior to the beginning of each month I will be on leave.

_________________________________________       __________________________
Employee Signature                         Date

APPROVED BY:

_________________________________________       __________________________
Department Supervisor                        Date

_________________________________________       __________________________
Department Director or Chairperson           Date

_________________________________________       __________________________
Vice President                               Date

_________________________________________       __________________________
Appointing Authority                         Date
### SUMMER VOLUNTARY LEAVE PAY SCHEDULES 2016

**Health Science Campus**

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
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<tbody>
<tr>
<td>05/13/16 - 05/28/16</td>
<td>06/10/16</td>
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<td>05/29/16 - 06/11/16</td>
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<td>06/12/16 - 06/25/16</td>
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<td>06/26/16 - 07/09/16</td>
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<td>07/10/16 - 07/23/16</td>
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**Salaried - PSA Main Campus**

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**CWA/UTPPA/Hourly Classified Exempt**

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<td>07/16/16 - 07/29/16</td>
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<td>07/30/16 - 08/12/16</td>
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