


<p><b>Name of Policy:</b> <u>Voluntary reduction in hours – salaried staff</u></p> <p><b>Policy Number:</b> 3364-25-32</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Vice President of Human Resources and Campus Safety</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Original effective date:</b> May 28, 2009</p>				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input checked="" type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy				
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy				

(A) Policy statement

The University of Toledo recognizes that situations may arise in which an employee may need and may benefit from a temporary reduction in work hours.

(B) Purpose of policy

This policy sets forth the guidelines for requesting a temporary reduction in work hours and resumption of full time status.

(C) Procedure

- (1) Salaried employees of The University of Toledo may request a temporary reduction in their work hours with a corresponding reduction in salary. Employees may request a reduction to 72 hours, 60 hours, or other agreed upon number of hours not to fall below 40 hours per pay period in those departments or areas where workloads permit. Any such reduction in hours must be approved by the immediate supervisor, department director or chairman, and appropriate vice president.
- (2) Employees taking a reduced schedule will maintain all medical, dental, drug, vision and life insurance benefits in full force during this time. Sick leave and vacation time will accrue on a pro-rated basis.
- (3) Requests for temporary reduction in hours may not be less than two months in duration with a maximum of six months. Requests must be made as far in advance as practicable and in writing to the immediate supervisor. The immediate supervisor must then initiate a memorandum of approval, giving the specific effective dates of the reduction in hours (beginning and ending), obtain the required administrative approvals and submit all documents to the human resources department. Upon return to full-time status the supervisor should send a memorandum to the human resources department verifying the date of return.

(4) The University of Toledo reserves the right to return the individual to the original employment level with a minimum of two weeks notice. The employee retains the right to be returned to the original employment level within two weeks after the receipt of their written request.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>June 11, 2009</u> Date</p> <p><i>Review/Revision Completed by: Vice President of Human Resources and Campus Safety; Human Resources</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>05-051 Voluntary Reduction in Hours – Full Contract, Grandfathered Limited Contract and Salaried Staff;( previous review date 7/1/2003)</i></li></ul> <p>Initial effective date: May 28, 2009 Review/Revision Date: Next review date: May 28, 2012</p>
--	--