

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.

EMPLOYEE INFORMATION	
Today's Date:	
Employee Name:	Rocket Number:
Job Title:	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. Please find the beginning and ending program dates listed below:

<u>Main Campus PSA</u>	<u>Health Science Campus</u>	<u>Main Campus CWA & Hourly Classified Exempt</u>
Start: May 4, 2024	Start: May 5, 2024	Start: May 11, 2024
End: August 23, 2024	End: August 24, 2024	End: August 16, 2024

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

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

Current 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 prior to the beginning of each month I will be on leave.

Employee Signature Date

Department Supervisor Date

Department Director or Chairperson Date

Vice President Date

Appointing Authority Date

HR Use _____ _____ _____ _____
Hourly Rate PSA, CWA, AFSCME # pay periods tracked