


<p>Name of Policy: <u>Voluntary reduction in hours – salaried staff</u></p> <p>Policy Number: 3364-25-32</p> <p>Approving Officer: President</p> <p>Responsible Agent: Chief Human Resources Officer</p> <p>Scope: The University of Toledo – All Campuses</p>	<div style="text-align: center;">  <p>THE UNIVERSITY OF TOLEDO 1872</p> </div> <p>Effective date: December 21, 2022</p> <p>Original effective date: May 28, 2009</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(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. Only an Appointing Authority may authorize a voluntary reduction in hours upon a written request from an employee.

(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 seventy-two (72) hours, sixty (60) hours, or other agreed upon number of hours not to fall below forty (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 at their normal full-time equivalent status. Employees are responsible for their (cost share) premiums at their established full-time equivalent contribution level.

(3) Requests for temporary reduction in hours may not be less than two (2) months in duration with a maximum of six (6) months. Requests must be made as far in advance as practicable and in writing to the immediate supervisor. If a temporary reduction will meet departmental needs, the supervisor shall initiate a memorandum of approval, giving the specific effective dates of the reduction in hours (beginning and ending), and submit to the human resources department (HR) for approval from an appointing authority.

(4) Any modifications to the reduction in hours must be submitted to the human resources department for approval from an appointing authority.

(5) The University of Toledo reserves the right to return the individual to the original employment level with a minimum of two (2) weeks’ notice. The employee retains the right to be returned to the original employment level within two (2) weeks after the receipt of their written request.

(6) Sick leave and vacation will accrue pro-rated to hours worked. Employees should contact OPERS to determine any effects on monthly retirement service credit.

<p>Approved by:</p> <p><u>/s/</u> _____ Gregory C. Postel, M.D. President</p> <p><u>December 21, 2022</u> _____ Date</p> <p><i>Review completed by: Chief HR Officer, Senior Leadership Team</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Initial effective date: May 28, 2009</p> <p>Review/revision date: February 12, 2013, October 13, 2016; March 11, 2019 (review), October 7, 2019; December 21, 2022</p> <p>Next review date: December 21, 2025</p>
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