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 chair; dean, AVP, or Sr. AVP; and Vice President, EVP or Provost.

Employee Information

Today's Date	
Employee Name	
Rocket Number	
Job Title	
Department	

Summer Program Dates by Employee Group

• Main Campus PSA: Start May 2, 2026 – End August 21, 2026
• Health Science Campus: Start May 3, 2026 – End August 22, 2026
• Main Campus CWA & Hourly Classified Exempt: Start May 9, 2026 – End August 14, 2026

Program Dates

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

Program Start Date (Pay Period Beginning)	
Program End Date (Pay Period Ending)	
Current Work Hours per Pay Period	

Requested Work Hours per Pay Period	

Employee Acknowledgement

I understand that the University reserves 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.

Approvals and Signatures

Role	Signature	Date
Employee		
Department Supervisor		
Department Director or Chair		
Dean, AVP, or Sr. AVP		
Vice President, Provost, or EVP		
Appointing Authority		

*Your E-Sign signature in the signature field constitutes your official signature for this request.

*Employees who require an accommodation related to this process may contact Human Resources.