

Name of Policy: Voluntary reduction in hours – salaried staff Policy Number: 3364-25-32 Approving Officer: President Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo Campuses		 Effective date: September 3, 2025 Original effective date: May 28, 2009	
Keywords: summer reduction; voluntary; reduced schedule			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		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. 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) Requirements

- (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 hours, sixty hours, or other agreed-upon number of hours not to fall below forty 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 the 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 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. If a temporary reduction will meet departmental needs, the supervisor shall initiate a memorandum of approval. The memorandum of approval will state the specific effective dates of the reduction in hours (beginning and ending). The memorandum must be submitted 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 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.
- (6) Sick leave and vacation will accrue prorated to hours worked. Employees should contact OPERS to determine any effects on monthly retirement service credit.

Approved by: <i>/s/</i> James Paul Holloway President Date: 10/26/25 Review/revision completed by: • Senior Associate Vice President and Chief Human Resources Officer • EVP Finance & Administration and CFO	Policies superseded by this policy: • None Original effective date: May 28, 2009 Review/revision date: February 12, 2013 October 13, 2016 March 11, 2019 October 7, 2019 December 21, 2022 August 29, 2025 Next review date: August 29, 2025
--	--

